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ORK FOR LIBRARIES

DRURY

LIBRARY CURRICULUM STUDIES

Prepared under the direction of
W. W. CHARTERS

Library Curriculum Studies

THESE seven texts were prepared under the auspices of the A.L.A. Curriculum Study at the University of Chicago and of the Editorial Committee of the A.L.A., to meet the needs of library schools for basic books on the principal subjects of instruction. The Curriculum Study plan was inaugurated by the Board of Education for Librarianship of the A.L.A., and was made possible by grants from the Carnegie Corporation of New York. The books represent efforts to contribute to education for librarianship and to stimulate other studies of similar character.

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REFERENCE WORK. *By James I. Wyer.*

INTRODUCTION TO CATALOGING AND THE CLASSIFICATION OF BOOKS. *By Margaret Mann.*

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BOOK SELECTION. *By Francis K. W. Drury.*

ORDER WORK FOR LIBRARIES. *By Francis K. W. Drury.*

LIBRARY SERVICE FOR CHILDREN. *By Effie L. Power.* (In progress.)

American Library Association

ORDER WORK FOR LIBRARIES

BY
FRANCIS K. W. DRURY

CHICAGO
AMERICAN LIBRARY ASSOCIATION
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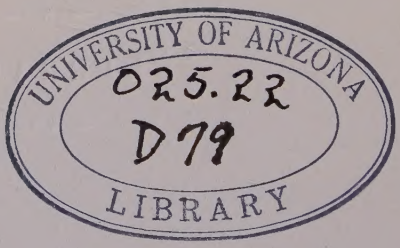

PRINTED IN U.S.A.

To the Libraries of the
University of Illinois
and
Brown University
the laboratories in which many
experiments in order work were tried

78819

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Director's Introduction

In preparing textbooks for this series the following methods are utilized:

The Advisory Committee of the Curriculum Study, selected by the Board of Education for Librarianship of the American Library Association to represent all the types of institutions concerned with the preparation of the textbooks, determines matters of policy.

The Editorial Committee of the American Library Association, with the advice of the Advisory Committee, selects a small group of outstanding persons in the field to be treated by the textbook, from which group the author is selected by the Director of the Curriculum Study.

A subcommittee of advisers composed of experts in the field gives advice and assistance to the author.

The author and the staff make a detailed analysis of the duties and traits of workers in this field in order that a clear picture may be had of the problems and activities that are to be discussed in the text.

All the literature bearing upon the methods of performance of duties, principles underlying the methods, points of view, and objectives of the field is canvassed.

Visits are made to at least fifty libraries having a substantial reputation in the field in order to secure best methods which have not been recorded in print.

The author comes to the Study headquarters in Chicago and devotes an uninterrupted period of several months to preparing the first draft of the textbook with the assistance of the staff.

The textbook as prepared in tentative form is mimeographed and used in library school classes for the purpose

of receiving criticisms and suggestions which will be of use in the later revision of the text.

It is also submitted to twenty-five or more persons who qualify as experts in the field and are not connected with library schools.

The author in the light of these criticisms and suggestions revises the text for final publication. The text is then printed for general distribution by the American Library Association.

At least two hundred people engaged in library work contribute to the preparation of each text. Thus the series is to a quite unusual degree a cooperative enterprise of the library profession.

W. W. C.

April, 1928

Preface

Order work for libraries comprises a study of the acquisition of books prior to cataloging, after selection has been made. The choosing of the book for ordering is treated in a companion textbook in this series entitled *Book selection.* Taken together, these two volumes cover all the ordinary processes of selection and acquisition up to the delivery of the book to the catalog department. In addition, this textbook includes two chapters, Accession methods, and Mechanical preparation of books, which fall on the border line between the order and the cataloging departments. These subjects are treated here by vote of the Advisory Committee of the Library Curriculum Study. All the procedures of selection and acquisition, being preliminary to the actual use of the books by the readers, must be subordinated to the purpose of the library which is the dissemination of ideas and the advancement of learning through books. But these preliminary processes must all be performed with scholarly and bibliographic accuracy in order to effect the desired efficiency of service.

The purposes of a course in order work may be summarized as: (1) to learn fundamental routines for acquiring purchases and gifts; (2) to develop judgment in the various phases of order work, such as the selection of agents and the use of the national book trade bibliographies; (3) to know how to count books at the accession desk; (4) to understand the necessary processes in the mechanical preparation of books; (5) to distinguish the essentials in statistics and reports.

It is not expected that every course in order work can follow the chapters in the order of presentation. Any other

arrangement may be adopted to fit local conditions. It is hoped, however, that the subjects of the chapters are entities which will allow these changes. Teachers must always outline their own courses, build up their own syllabi, select their own projects, and develop the ramifications of the subject. They must do this for their own use and for their students. It is the province of the instructor to select, omit, and refer. For example, the treatment of the national bibliographies is suggestive only. The record for them is complete in Mudge's *Guide to reference books* and similar lists. Therefore it is not repeated here. The study of these bibliographies must go hand in hand with order work, and it is expected that problems selected and devised by the instructor will acquaint the students with them.

It would be practically impossible to cover all the data in this textbook in one course, for it represents the accumulated practice of many libraries large and small. But its very fulness affords a chance for reading assignments and gives time in the classroom for the discussion and amplification of topics.

Questions and projects have been added to each chapter. They are not memory questions, but are proposed as suggestions for further thought, study, and research. They present a repository from which the teacher or student may draw.

This textbook could not have been written without the cooperation of many librarians. Appreciation of assistance rendered is thankfully extended to all connected with the Library Curriculum Studies, but especially to Dr. W. W. Charters, Harold F. Brigham, and Anita M. Hostetter. Acknowledgment is also due to those who contributed information when the "job analyses" were made, and to the critics who have helped so constructively with their suggestions in order to make the book as useful as possible.

F. K. W. Drury

Chicago
Washington's Birthday, 1930

CHAPTER I

Organization of Order Work

Name of department — Staff
Divisions of work — Aim

Name of department. The acquisition of books is an essential feature of every active library, no matter what its functions. The divisions of a library's work have been "get, keep, and use"—or, acquisition, preservation, and utilization —in equal importance. Another summarization which more nearly expresses present-day procedure is acquisition, incorporation, and distribution. The preservation process is minimized today in most public libraries in favor of greater utilization. Research libraries, however, must still study and emphasize preservation.

At least one large public library has combined ordering and cataloging into one department which gets the books and makes them ready for use. This organization emphasizes the fact that all these steps are but preliminary and preparatory to the actual use made of the books by the reference and circulation departments and by agencies. Libraries with a small staff may also combine ordering and cataloging under one head. Most libraries, however, separate the order from the catalog department but agree on the need of close cooperation in order to make the book available for use as quickly as possible. Correctness in ordering and forwarding insures a minimum of errors all along the line of preparation and the two departments should work together.

Although the ordering of books is a major function, it is but one of several processes carried on prior to cataloging. Many libraries have recognized this fact and have designated

this administrative division as the Acquisition or Accessions department. These are more accurate terms, but are not used as commonly as Order department. The shorter form is so generally adopted and is so much easier to use (as over the telephone), that it is acknowledged here as the term in speaking of this administrative unit.

Divisions of work. When it is necessary to allocate the work of acquisition among many assistants, as in a large library, the usual distribution follows the order or acquisition processes generally found in libraries, such as: selection, purchasing, the handling of gifts, exchanges, serials (often divided into the care of periodicals and continuations), binding, and sometimes accessioning and mechanical preparation. As the library increases in size and correspondingly in volume of work, each of these groups may develop into a division separately organized within the order department.

Some of these processes, however, may be classified elsewhere. For example, the binding work may be maintained as a separate department, especially where a bindery is set up in the library, or where a great deal of repair work and mounting is done. Mechanical preparation may be correlated with the catalog department. Accessioning may be affiliated more closely with the catalog department than with the order department. In a large university library the exchange division may approach an administrative entity. In the smaller colleges both exchanges and gifts may be few in number and so closely associated with acquisition by purchase that neither is separated from the order work proper. The same staff may thus handle all additions by the three methods of purchase, gift, and exchange.

Fundamental card files are a guide to organization, for each process revolves around a card file. These files are an index of the amount of service rendered; by the number of cards handled weekly, monthly, and annually they indicate the size of staff needed and the sort of work to be done. The

files in a library, therefore, are evidence for the efficient distribution of work.

The Selection division centers around the Consideration file. This is the accumulation of current selections for purchase after the aids are checked. It is an essential part of the Routines (A, B, and C) for the Selection of new and old books for public and college libraries.[1]

The Purchasing division centers around the Books ordered file. This is the result of the Routine (D) for Book orders going out,[2] and the start of the Routine (E) for Books ordered coming in.[3]

The Serial division is usually divided into two parts, each centering around its own file: the Periodical checking list and the Continuation list. These are the basic records for the Routines (F and H) for Periodicals and Continuations coming in.[4] The Periodical order file may also be maintained separately from the checking file, as detailed in the Routine (G) for New periodical orders going out.[5]

The Gift division compiles the Donors' list and makes out the Gift card. Both are parts of the Routine (M) for Gifts coming in.[6] The Exchange division centers around the Exchange record file.[7]

The Binding division centers around the Binding file, the result of the Routine (K) for Binding sent, and the start of the Routine (L) for Binding returned.[8]

Thus it is evident that the above files are fundamental for each division of the order department. For each file a card

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[1] These routines are outlined in Drury, Book selection, Chap. 10, p. 305, 317, 321.

[2] See Chap. 4, p. 56.

[3] See Chap. 4, p. 81.

[4] See Chap. 5, p. 99 and 103.

[5] See Chap. 5, p. 102.

[6] See Chap. 6, p. 133.

[7] See Chap. 6, p. 144.

[8] See Chap. 5, p. 120 and 124.

is the base, confirming the point always to be emphasized, that the order card is basic for all the work and routines of purchasing, and on it should appear all records and digests of correspondence.

Subsidiary files are also mentioned in this textbook and in its companion volume on *Book selection.* They are not fundamental, but they are useful in the larger libraries. In the smaller libraries they need not be maintained. They should be started only as required. These files are: Decision file,[9] Dealers' file,[10] Supplies order file,[11] Equipment file,[11] Exchanges sent file.[12]

The Decision file is the joint possession of the selection and purchasing divisions. Its various parts consist of the Decision file proper in which exclusions are deposited, the Reconsideration file with its deferred decisions, the Want file of possible purchases, the Editions file for duplications and replacements, and the Dead file for the interment of cards for books received.[9]

Staff. In a very small library, as might be expected, the librarian handles all the work of selecting and ordering in addition to the many other duties performed single-handed. In a medium sized library, the order work can be handled usually by the librarian and one or two assistants. In the large libraries the order department has many assistants. The work is also subdivided along the lines pointed out in the previous section. The sizable staff is composed of professional and clerical assistants. It is essential for them to be familiar with bibliographic tools and methods, so that the records may conform to the practice of the catalogers and thus correspond to other entries and references throughout the library.

[9] The various parts of the Decision file are discussed in detail in Drury, Book selection, Chap. 10, p. 312.

[10] See Chap. 2, p. 11-12.

[11] See Chap. 7, p. 160.

[12] See Chap. 6, p. 148-49.

The professional assistants should have the foundation of a good education, preferably a college degree, and of training in a library school or several years' experience in a library using modern methods. There is a good field for their bibliographic knowledge in each division of a large order department.

The clerical assistants do the typing of orders, the stenographic work, the bookkeeping, the easier checking in of periodicals, and help in other detail work under the supervision of the professional assistants.

Many an order assistant has a considerable share in selection. Hence the traits of the book selector apply in large measure to the competent order assistant in a good-sized library where any responsibility for selection is located in the order department. The more an order assistant approximates the traits of a selector,[13] the more opportunity is afforded him to assist in this process. Many of the trait actions of a book selector apply to an order assistant, others may be adapted. A list is given in the textbook on *Book selection*.[14] The order assistant can readily pick out those that are pertinent. Desirable traits in an order assistant would emphasize not only judgment, literary appreciation, and professional knowledge as in the case of the selector, but would bring to the fore the workaday vocational traits of accuracy, system, speed, and memory. To these, neatness should be added.

Furthermore, the order assistant may consciously strive to improve himself by making weak traits strong, by educating himself along lines allied to his interests and work, and by adding to his equipment in order to perform his duties better, and thus to rise in his profession.[15]

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[13] The term "selector" as used in this book is an arbitrary designation employed for convenience to denote any member of the library staff while engaged in the business of selecting books.

[14] See Drury, Book selection, Chap. 11, Personal qualifications of the selector, p. 336-45.

Aim. The aim in organizing an order department is to get the right item into the library as economically and quickly as possible. To accomplish this result requires: first, getting the right book ordered; secondly, getting the right book received and sent on to the shelves and readers via the catalog department; and thirdly, performing these two processes as quickly as is consistent with accuracy.

In getting the right book ordered, the essential details to be observed are: (1) that the proper title is selected, (2) that the book is not an unintentional duplicate, (3) that the trade items are sufficient, (4) that an estimate of the cost is recorded, (5) that the title is ordered in correct form from the right agent, (6) that a record of the order is retained and indexed. Each of these details is embodied in the Routine (D) for Book orders going out.[16] The choice of the right agent is discussed in the next chapter.[17]

In getting the right book on to the cataloger, the essential details to be observed are: (1) that the book has been correctly supplied and billed, (2) that the estimated cost is withdrawn, (3) that the book is forwarded as the correct one, with all records complete. Each of these details is embodied in the Routine (E) for Books ordered coming in.[18]

The smooth and accurate performance of these two processes of ordering and forwarding is the function of organization and the purpose of the routines. All the machinery of acquisition should be arranged and adjusted for the accomplishment of the expressed aim. Any device which saves time and labor may be legitimately used. Hence, as may be expected, the office appliances and labor savers of modern

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[15] See Flexner, J. M. Circulation work in public libraries. A.L.A., 1927, Chap. 13, p. 289-92, for suggestions along these lines by W. W. Charters.

[16] See Chap. 4, p. 56-81.

[17] See p. 10-23.

[18] See Chap. 4, p. 81-94.

business are to be found in the order department of a present-day library.[19]

The routines in force in each division of the order department should be written out and kept at hand for guidance and reference.[20] Such routines are especially useful in directing the work of new assistants, in keeping the methods uniform, and in maintaining continuity of practices. Not only should the routines be available, but decisions and policies of all kinds should be recorded both in the office of the chief of the department and in the *staff manual* maintained by the librarian. Contracts made with dealers, discounts in force, and many similar data may well be incorporated in such a reference volume in a loose-leaf binder.

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[19] Some of these are discussed in Chap. 10, Office management, under Equipment, p. 223-31.

[20] See Appendix 1 of this chapter for a schedule of some of the routines in selection and ordering developed in this textbook. Local routines may be based upon them.

APPENDIX 1

Schedule of Routines

For ease of reference several routines have been developed in this book and in its companion volume on *Book selection.* The following schedule is inserted here to identify the letters and names of these routines.

Routines developed in Book selection

A. Routine for Selecting new books for public libraries.
B. Routine for Selecting older books.
C. Routine for Selecting new books in a college library.

Routines developed in Order work for libraries

D. Routine for Book orders going out.
E. Routine for Books ordered coming in.
F. Routine for Established continuations coming in.
G. Routine for New periodical orders going out.
H. Routine for Periodical is checked in.
I. Omitted to avoid confusion.
J. Routine for Periodical bill is put through.
K. Routine for Binding sent.
L. Routine for Binding returned.
M. Routine for Gifts coming in.
N. Routine for Accessions recorded on sheets or in an accession book.
O. Omitted to avoid confusion.
P. Routine for Accessions recorded on shelf-list card.

Selected References

(in addition to those cited in text and footnotes)

References to several articles published prior to 1920 may be found in Cannons, H. G. T. Bibliography of library economy. A.L.A., 1927.

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Works, G. A. College and university library problems. A.L.A., 1927, p. 80-98, The status of the professional staff.

Questions and Projects

1. Present arguments pro and con for designating the department, as: Accessions department; Acquisition department; or Order department.
2. In organizing a library would you prefer to include the accession work in the order department or in the catalog department? Why?
3. Trace the gradual separation of the binding work from the periodical clerk to a separate department as the work increases.
4. Indicate which of the various files mentioned you would consider essential in a small public library; in a university library; other contrasting libraries. Point out how substitutions, eliminations, or combinations have taken place in libraries of your acquaintance.

CHAPTER II

Agents

SELECTION OF AGENTS

General considerations
Agents for new American publications
Agents for new foreign publications
Agents for out-of-print books
Agents for special material
Agents for periodical subscriptions

AGREEMENTS WITH AGENTS

Contracts
Discounts
Orders for old books
Bindings
Billing
Shipments
Rush orders

SELECTION OF AGENTS

General considerations. Next in importance to the selection of the book for purchase is the choice of the purchasing agency. The order should be placed where it will be supplied quickly and economically. The main factors, then, which influence the choice of an agent are service and discount.

Service is more important in the long run than large discounts. It includes all the details of a business transaction which give satisfaction to the customer, such as promptness, completeness, accommodation, reliability, accuracy. All these items have little to do with cost and discounts, but they must be considered when agents are discussed. *Promptness* and *completeness* depend in good measure on the stock of books carried, on conveniences for quick delivery, on the system used by the dealer, and on the follow-up methods in vogue. *Accommodation* comes from friendliness created from personal contact or long association. *Reliability* is built up

through performance and is tested in practice. An intelligent bibliographical service is an asset to a dealer. *Accuracy* in filling orders and in billing the invoices makes for better satisfaction, and reduces subsequent correspondence to a minimum.

Discount is the other factor besides service to be considered in selecting an agent.[1] Discounts do not vary a great deal, though it is reasonable to expect that a larger volume of business will secure a larger discount. The amount of discount can ordinarily be learned in advance by writing an agent, or a trial order will demonstrate the rates.

The method of choosing an agent may be through bids, a trial order, a preliminary interview, or correspondence, or by an investigation of the experience of other libraries, or by independent judgment. The last method, while satisfactory to most librarians, must be based on facts and figures. Bidding is not in good favor. Other factors besides price must be considered also, such as service. The process of securing bids is expensive because of the extra clerical work involved. Duplicates of the list must be sent to several dealers and the results must be compared. A confirming order must then be sent to the chosen bidder. Some officers insist that a library must get bids on every good-sized order, and in state institutions releases may be secured with difficulty. But it should be possible to demonstrate that a selected dealer will continue favorable rates for a specified time, so that bids need be asked for only at rather long intervals. A combination of the above methods is probably best. It is always wise to check on the service occasionally by comparing notes with other librarians, and on the discounts by sending an occasional order elsewhere.

A Dealers' file may advantageously be kept in the larger libraries. On standard size cards are recorded the name and

[1] Discounts are considered in more detail a little further on under Agreements with agents, p. 25-27.

address of each dealer and his specialties, habits, rules, and discounts. An extensive list may be subdivided into convenient groups, such as American and foreign; publishers dealt with direct; and other similar classifications.

Agents for various kinds of material must be chosen. The chief kinds are American and foreign books both new and old; out-of-print books; periodicals published at home and abroad; special material as needed; items other than books.[2]

Agents for new American publications. The average library has a choice of three ways of purchasing a recent American book: (1) from the publisher direct; (2) from a local dealer; (3) from a metropolitan jobber.

The publisher is not usually patronized by libraries except on special occasions. Examples of such instances are: (1) when an especially rush book can probably be supplied more quickly from the publisher than from a dealer; or (2) when special inducements of price or service are offered, as in the case of prepublication subscriptions and special rates for libraries; or (3) when privately printed books do not enter the book trade, as in the case of herd-books and similar publications of societies and associations.

The advantage of ordering from a publisher is a saving in time or in price for an unusual book. The procedure is frequently necessary and sometimes desirable, but it is not a recommended practice for the bulk of the library orders. The disadvantages are quite apparent. A separate order must go to each publisher. This entails the cost of writing and mailing separate letters, and results in postal or express charges on each package that comes in. These expenses more often than not offset any additional or special discount allowed. Nor is this the end of the matter, for, unless forms are supplied, the invoices come in all ways, shapes, and sizes, made

[2] Agents for items other than books are considered in connection with the aids in selecting them in Drury, Book selection, Chap. 9, p. 276-80.

out to conform to the publisher's methods, not to the library's desires, and are thus more difficult to handle. Bookkeeping is further complicated because of the many accounts with different publishers. Booksellers exist to retail the wares of the publishers. Libraries may usually utilize the jobber to advantage.

The local dealer may well be patronized by the library if his services are satisfactory. It is scarcely to be expected that his discounts will be as high as those of a dealer in New York, Chicago, or other large city, as transportation from his metropolitan jobber must be added.[3] Nor can his service be as quick. These disadvantages may be outweighed, however, by certain advantages of service, such as books on approval, personal attention to orders and shorts, good feeling through patronizing a home store, and the incidental result of a good bookstore in the city. In many places it is felt rather strongly that a tax-supported public library has an obligation to make its purchases in the community. Yet no commercial organization has the right to be supported at the expense of the general public. Local buying is justifiable only if the service rendered warrants it. Certainly every library should buy items from local stores as opportunity offers. The smaller the city, the less the chance for the local bookseller to render satisfactory service. Local conditions should be studied by the librarian and the order assistants. In one large city with two good bookstores the purchases for current American publications are so divided that each store receives the entire order on alternate weeks.

The metropolitan jobber furnishes the highest type of service for the average library. By buying in quantity he can give a good discount and by consolidating orders and shipments he reduces the transportation cost to a few cents per volume. From his large stock he can frequently supply a

[3] Careful analyses of expenses usually show that the local dealer makes little or no profit from his library business.

rush order at once. If not in stock, he has facilities for hurrying the order and the book can be mailed direct. By purchasing all current American publications from a few dealers, a library simplifies the whole order procedure. The outgoing orders are consolidated, the invoices cover the bulk of the items, it is easier to work through the incoming shipments, fewer bills must be handled, miscellaneous accounts are kept reduced in number, and bookkeeping is simplified. The names of jobbers who specialize in supplying libraries and of dealers who supply popular books in reinforced bindings may be found in the advertising pages of the library periodicals.

Agents for new foreign publications. An American library may purchase a recent book published abroad from a foreign agent; or through an importing agent in America. To purchase direct from the publisher abroad is even more exceptional than to order from the publisher in America.

Foreign agents desire the business of American libraries and hence make a special effort to give good service. They handle orders expeditiously, report on shorts, and ship at regular intervals. The invoices are made out in good form. The discount is good. Shipments are insured. Large libraries with many foreign orders find this a very satisfactory method of purchasing. When older and out-of-print books, as discussed later, are combined with orders for current publications, large freight shipments are possible, making the transportation cost about five or six cents per volume. Small shipments by parcel post are very satisfactory and make the transportation cost per volume about the same. Express shipments are usually too expensive to be used to any extent. The selection between a foreign agent or an importer in America seems, therefore, to rest upon the number of volumes likely to be forwarded in a shipment. A library need not hesitate to order from abroad for fear of difficulty in handling the bills and making payments. Foreign drafts and

money orders are readily secured. The names of reliable foreign agents who handle library orders from America may be found in the advertising pages of library periodicals. The continental houses have clerks who write the letters in English.

An importing agent in America probably provides the most satisfactory foreign service for the average library. The discounts equal those granted abroad, when ocean transportation is allowed for, and in some cases are better. All in all, it is easier to order from an American importer. The bills are rendered in American money, which makes the paper work of recording, transferring, and paying the amounts much easier. The marine risks are assumed by the importer, so that the delivery of the book is practically guaranteed. Rush orders are usually billed as quickly as if ordered abroad, since the re-order may catch the same steamer, and the book is mailed direct to the library from the agent's foreign correspondent. A rush order for a continental item can frequently be supplied from stock in America, since these books can enter the United States duty free. Thus also it is possible to have approval shipments of new books in languages other than English come into the library. This service is especially appreciated in college and university libraries. The duty on English books prevents such a practice, since libraries prefer to import these duty free under the customs clearance noted below. The names of importing agents may be found in the advertising pages of the library periodicals.

The clearance through the United States customs is simplified if shipments from abroad are consigned in the care of a brokerage firm or customs agent accustomed to handling the details of importing books for libraries. Such firms may usually be located through the advertising pages of the library periodicals, or through a library which does considerable importing. If not so consigned, many annoying incidents are apt to crop up, such as excessive transportation charges or the

signing of many papers. Charges include case, cartage, insurance, consular invoice (for shipments over $100 in value), freight, entry, and broker's fee. About 5 per cent of the shipment may be reckoned for these charges, with a minimum of about two dollars for the entry and brokerage alone.

Books in foreign languages or books in English more than twenty years old may be imported duty free. Under the tariff law of September, 1922, books less than twenty years old, in English or with half or more in English (as dictionaries) are dutiable at 15 per cent of their value. Formerly only two copies on any one invoice could be imported duty free when ordered and imported for use and not for sale by any school, university or free public library, but under the present customs tariff an educational institution may import any number of copies of the same book in one shipment duty free by filling out the proper papers. A branch of a public library has been ruled upon as a separate library.[4] The necessary clearance papers, in order to secure the free entry of each shipment, require an affidavit before a notary by the librarian or other responsible officer, declaring that the books are imported for sole use of the institution as its permanent property and are not to be sold or exchanged. If ordered through an American importer, he must also make oath on the same sheet that he is importing the listed books solely for the library, as is shown on the form herewith illustrated. In addition, a receipt certificate showing delivery signed by the librarian for every lot of books so imported must be filed within ninety days of entry. These clearance papers are provided for libraries by a customs broker or an American importing agent so that the details are taken care of without undue red tape.

The copyright law of 1909 is in force at the present time (1930), but a new bill has been before Congress since 1922.

[4] U. S. Treasury decisions, 1898, v. 1, p. 40-41 (T. D. 18797, G. A. 4064).

Until a new bill is passed and becomes law it is unnecessary to speculate on how its provisions will affect importation. But librarians may well acquaint themselves with the discussions since 1922, particularly in regard to the importation of

TREASURY DEPARTMENT.
CUSTOMS FORM 3321.
ARTS. 415, 418, 420, C. R. 1923.
C. D., Mar. 9-26.

UNITED STATES CUSTOMS SERVICE

DECLARATION ON FREE ENTRY FOR COLLEGES, RELIGIOUS INSTITUTIONS, ETC.

Entry No. _____

Oct 30, 1929

A declaration on this form must be executed by an officer of the institution and be presented with the entry, otherwise duties must be deposited before delivery and a stipulation given to present the declaration within six months from the date of entry.
If imported directly by the institution no certificate of actual delivery of the articles is required, but if imported through a dealer or agent the date of delivery of the articles must be stated either on this form or on Customs Form 3337, and a declaration by the dealer on this form must also be presented to the collector. Declaration of officer of institution and dealer may be executed jointly when convenient.
Upon delivery of the required declarations, the entry will be liquidated and duty refunded.

DECLARATION.

I, the undersigned, declare under oath that the articles described below, in entry noted above and invoice No. 34297
dated Oct 15, 1929, at LONDON
were imported for the Blankville Public Library (Name of institution.)
organized and operating as a public library (Nature of institution.)
located at No. 29 Street Main, City Blankville, State Illinois.
that the said articles, viz: Minto, Reference books

were ordered THRU G. E. STECHERT & CO. (Directly or through dealer.) on July 3, 1929

I further declare, if this declaration is executed by me as dealer or agent, that the above-described articles are to be actually delivered to said institution and are not to be returned or received by said institution in exchange for or in lieu of similar articles.
I further declare, if this declaration is executed by me as the representative of said institution, that said articles are for the sole use of said institution as its permanent property and are not to be sold, exchanged, received in exchange for similar articles, or otherwise used or disposed of in violation of the conditions of free entry, and if otherwise used that report will be promptly made to the collector at port of entry and duty paid, and that said articles have not (Have or have not.) been actually delivered to said institution on or prior to Oct. 30, 1929

L W Bookman
(Signature of officer of institution.)
Capacity Librarian

Declared to under oath before me this 30th day of October, 1929
Norma J. Johnson
Acting Deputy Collector or Notary Public.

(Signature of dealer or agent.)
Capacity PARTNER

Declared to under oath before me this _____ day of _____, 192

Acting Deputy Collector or Notary Public.

GOVERNMENT PRINTING OFFICE 3-4216

FORM 1: AFFIDAVIT OF FREE ENTRY

English editions of works also printed and copyrighted in the United States.

Agents for out-of-print books. The choice of an agent to secure an out-of-print book is much more difficult than the selection of one to supply books still in print. A book becomes out of print when it is no longer carried in stock by

its publisher and hence cannot be supplied to the book trade from that source. Publishers tend to drop those titles for which there is no assurance of a rapid sale. Unfortunately for libraries, these may be titles which they wish to replace or to procure for other reasons. Thus a considerable number of books may be wanted by a library which are not procurable through its agents for new books. Out-of-print books may be recent books not reprinted, older books, rare books, standard editions, and subscription works. Such titles require different treatment from books listed in second-hand and auction catalogs. These latter already have agents who wish to sell them. The former must be located. And the second-hand book trade in America is not as well organized as it is in England and on the continent.

An American jobber, when he reports a book as "o.p." usually cancels it from the order and does not take up the search for a second-hand copy unless so instructed. On the other hand, an American importer or a foreign agent generally begins at once to search for an "o.p." book at second hand. It is important for a library to observe this difference, and to mark the order card accordingly.

If it is definitely known that a book or set is out-of-print or that it must be found in the second-hand market, the search can be conducted in a number of ways.

One way is to give instructions to a reliable *book hunter* in the country of publication. He will then try his own stock and that of dealers nearby, and supply if he finds it within the authorized limit. Or he may be asked to quote the price before filling the order. If he cannot locate a copy in these stocks, he is likely to try advertising in the "Books wanted" column of the book trade journals and to circularize the stores with which he is familiar. In these ways a title is ordinarily uncovered. Such a book hunter is located through trial of his services as advertised, or upon the recommendation of other librarians.

A second method is for the library to insert its own *advertisement* in the "Books wanted" column of the book trade journals. The second-hand dealers read these "want ads" of the libraries with some care, and good offers are likely to result.

A third method is to ask a *second-hand dealer* who specializes in a subject to seek and quote on titles in his field. Here is where a knowledge of these dealers is an essential part of the order assistant's equipment. This acquaintance may be gained by an examination of the second-hand catalogs received, by studying lists of such dealers in Philip's *International directory of booksellers,* 1927 (an abridged and rather inaccurate successor to Clegg's 1914 *Directory*), and in the *American booktrade directory,* 1928, but most of all by observation and experience. The Dealers' file, already spoken of, is compiled as the knowledge of these specialties accumulates, until it becomes a selected list of reliable and efficient sources of out-of-print books.

It is not good practice to ask several dealers to search for the same item at the same time. The result may easily be that the same title appears in the "Books wanted" column under the different dealers' names and the impression is given that the book is scarce but wanted badly; therefore the price goes up! Rather, it should be planned to ask a quotation of a different dealer every three or four months, asking each to search and quote when found. Then, if it is finally uncovered, these requests for quotation should be canceled. All notes of this kind should be recorded on the back of the order card. A follow-up method for this purpose may be devised by the use of indicator clips or signals.[5]

A fourth method is to *await opportunities* to secure the out-of-print book. In this case a list of desiderata is kept on hand in the Want file, and the item is bought when a good

[5] A discussion of one such method may be found in the Papers and Proceedings of the American Library Institute, 1920, p. 38-41.

chance occurs. This means the constant but interesting reading of second-hand catalogs, auction sales, and remainder offerings, with an occasional visit to the second-hand bookstores of the city and perhaps New York. For the small rather ordinary item such a method may result poorly, as the book is not likely to appear in these lists. But for the rarer and more expensive items, for subscription works and standard sets, and especially for runs of periodicals, transactions of societies, and similar serials, such a list of wants and a system of watchful waiting should ultimately enable the library to secure the items. Many good tales can be told of bargains snapped up as occasion offered.

Agents for special material. The routine for the purchase of items not in the book trade may have to be varied to meet the requirements of the publisher. For example, the U. S. Superintendent of Documents may not sell public documents of the United States to a library through a bookseller, nor may he keep charge accounts. A library may thus be obliged to pay in advance, accompanying the order with coupons purchased ahead, or with a check from the treasurer. In this case it is almost necessary to have a definite quotation on the work to insure that it is in print and available at a certain price. This quotation may be secured from a recent price list or by writing the Superintendent of Documents at the Government Printing Office, Washington, D. C. He *may* accommodate a library by sending the document with an invoice instead of quoting. Recent English documents may sometimes be secured in the United States by writing to the British Library of Information in New York City.[6]

Occasions arise when it is thus necessary to vary the routine or adapt it to circumstances. Some firms insist that an order must be upon their own forms. An order on the library form may satisfactorily "cover" the other by referring to it as "per your subscription form herewith." Some state libra-

[6] Address in 1929: 5 East 45th st., New York.

ries must secure a quotation on every item ordered and have it set aside, so that a receipted-in-advance bill may be submitted on oath to the state treasurer. In general the selection aids for special material are the sources as well. Privately printed and subscription works may be learned of through a circular or advertisement and in many cases must be secured direct.

The choice of the agent for an English book published in America as well as in England depends upon the keenness of the order assistant in detecting the dual publication. Sometimes it is the author, sometimes the publisher, and sometimes the title or subject which arouses curiosity or suspicion and leads to the discovery. With the two published prices in hand and a knowledge of discounts, it is easy to figure which edition will cost the less. The average library may well choose the American edition if the cost is about the same. Research libraries, however, will nearly always prefer the original English edition because of its literary and bibliographical interest and commercial value.[7]

Agents for periodical subscriptions. For domestic or foreign serials an agent is almost a necessity. To order and renew each subscription direct with each publisher would entail too many individual letters, orders, and bills with no satisfactory discounts granted. Only when an especially favorable library rate is granted for direct orders should such an arrangement be entered into. But the great majority of periodicals, continuations, and memberships can be more conveniently handled through agents.

For American periodicals the subscription business is well organized. Reliable agents offer service as well as discounts in asking for library business. An agent makes it easy to start a subscription and easier still to renew; for invoices may

[7] Hopper, F. F. Order and accession department, rev. by C. L. Cannon. 3d ed. (Manual of library economy, no. 17.) A.L.A., 1926, p. 6.

be submitted by the agent for the standing orders without the necessity on the part of the library of writing out an order with a list of the titles. The discount given by an agent is so standardized that it is as good as can be secured. All titles are billed at once on one invoice, thus simplifying the accounts. Furthermore, the periodical agent today not only guarantees the entering of the subscription, but also the receipt of every copy by the library, together with the title-page and index, if published. Failure to receive copies should therefore be reported to agents who include replacement in their service. Otherwise such claims should be made of the publishers. Names of agents may be secured from the advertisements in the library periodicals.[8] Choice may be decided upon by bids,[9] but frequent change of agent is not advisable, since the records are very likely to become confused. A good local periodical agent may be an advantage to a library, due to the convenience afforded in correcting errors and making contacts in person or by telephone.

Foreign periodicals may even more desirably be ordered through an agent than through the publisher. Like foreign books, they may be ordered either through a foreign agent or through an importing agent in America. The same firms which handle books likewise handle periodicals. The service is satisfactory whether a foreign or domestic agent is employed. The orders are on a "till forbid" basis, with simply a confirmation asked for each year. The discounts are good. The numbers are assembled, checked in, and dispatched in bundles weekly by the agent. They thus arrive at the library flat and in good condition with a preliminary check for any missing copies. Claims should of course be made to the agent. Some weeklies may be mailed direct

[8] A list of some reliable agents and suggestions as to subscribing are given in Walter, F. K. Periodicals for the small library. 5th ed. A.L.A., 1928, p. 18-21.

[9] See Bids on periodical subscriptions in Chap. 5, under Routines for purchased serials, p. 107.

by the publisher when speed in delivery is essential, for they can sometimes catch a steamship sailing before the foreign agent's bundle can be made up. Some libraries like to have all their foreign periodicals come by mail direct from the publishers as the American ones do. The service may prove quicker, but the danger of mutilation and loss is great. Claims for any missing copies should likewise be made through the agent. An occasional order direct is necessary in order that one may profit by some special inducement.

Agreements with Agents

In discussing arrangements with an agent who is to supply the books ordered by a library, certain points should be agreed upon, perhaps even to the extent of formal specification, namely: orders for new and old books, discounts, binding, billing, shipping, and rush items. When the practice of the library in these matters is fairly uniform with all agents, general instructions to agents may be printed on the back or face of the order sheet, or on a separate sheet to accompany the order. Specimen instructions are suggested on the form on the following page.

Contracts. When an order is written, an implied contract is entered into. Therefore, as in all legal contracts, a duplicate of the order should be retained by the library as evidence. The order contract, if accepted by the agent, requires him to supply each item as listed and likewise requires the library to accept each item if correctly supplied. Any exceptions are a matter of service and courtesy on the part of the contracting parties, and may not legally be demanded.

The details of supplying the correct book are in accordance with ordinary "business law" and "trade customs." But there is nothing in the legal aspects to cause any worry if the librarian conducts his dealings with truth and honesty. The law is invoked only to effect justice when untruth and dis-

INSTRUCTIONS TO AGENTS

The order on the face of this sheet is subject to the following conditions unless modified by specific directions.

1. All orders are considered ordinary and should follow the usual course of business unless marked RUSH or EXTRA RUSH.
2. They must be signed by the chief of the order department; the library will not be responsible for articles furnished without such an order.
3. Give notice at once if there is any portion of this order which cannot be filled.
4. Books out of print and ordered without reference to a second-hand catalog should be searched for by the dealer until notified by us to cancel the order.
5. An order for a book from a second-hand catalog is considered canceled if the book has been sold, unless another equally good copy can be substituted at the same or a lower price, or unless another copy can be sent at substantially the same price, if such can be procured, within ten days of the receipt of this order.
6. State terms including cash discount, if any, and specify time.
7. All books (except parts of volumes in series) are to be furnished bound in cloth or half leather; in publishers' bindings or in the bindings in which they are found if these are in good condition; otherwise in special bindings, substantial, but not unduly expensive.
8. Render each invoice in duplicate, chargeable to the fund indicated, when material is forwarded.
9. Put order number on every invoice and package.
10. Address all invoices, correspondence, and shipments, "——— Library, town, state."
11. Shipments C.O.D. will not be accepted except by agreement.
12. No charge for packing and drayage allowed except by agreement.
13. Statements showing balance due you must be rendered on the last day of each month [or 1st day of each month].
14. American shipments, unless otherwise ordered, are to be sent prepaid by the cheapest and safest way, adding transportation cost to the bill.
15. Foreign shipments, unless otherwise ordered, should be consigned in care of [customs brokers], street address, city.
16. Small packages are frequently best sent by parcel post.
17. RUSH orders are to be procured through the ordinary channels, but forwarded by mail, parcel post, or express. If bound copies are not obtainable, the binding must be rushed, so that shipment may be made with the least possible delay.
18. EXTRA RUSH orders are to be sent by post direct without delay and must not be held for binding or any other purpose, and should be forwarded direct from the publisher or bookseller if not in stock.

FORM 2: SPECIMEN INSTRUCTIONS TO AGENTS

honesty are practiced. Trade customs are the outgrowth of the normal practices of business. The librarian should become familiar with the customs of the book trade. For example, it is understood that the last edition of a book is to be supplied, unless another is specified; American books are to be supplied bound in publishers' cloth, and foreign books in paper as published unless a binding is ordered.

Discounts. A reduction from the list price of a new book is usually allowed a library by an agent, whether he is a jobber, a local dealer, or the publisher. This discount is granted because of the undoubted good credit of the institution, its educational character, and the size of its orders. Booksellers and jobbers receive a liberal wholesale discount from the publishers and resell the books at retail. To the public the list price is charged. To libraries a discount may be allowed. It is almost a trade custom. Instead of deducting, another method of figuring the price for libraries may be to add say 10 per cent to the wholesale or trade discounted price.

The credit of a library is accepted as good in the business world. Because no library is likely to fail to pay its bills, no risk is taken by an agent in that respect.[10]

An educational discount is customarily allowed to libraries. This is quite in keeping with the avowed functions of the institution and may be mentioned and even insisted upon.

The size of an order affects the discount, which necessarily varies with the volume of business, the character of the books, and the kind of service. Large libraries naturally can secure a larger discount because of the larger total sum of orders placed in the course of a year. Orders amounting to ten thousand dollars give a larger turnover than those amounting to only one thousand. A medium sized library may secure discounts ranging from 10 to 25 per cent of list

[10] This credit is jeopardized by undue delay in making payments; see further discussion under Billing, p. 30 of this chapter.

prices, averaging perhaps 20 per cent. Since a better discount is allowed if more than one copy is ordered, a library can get a better rate if it pools all its replacements into certain months, as, fiction extras in February and September, history in May and December. The large library may expect as high as 30 per cent. Very few now receive 33⅓ or reach as high as the 36 or 40 per cent of days gone by. The size of the discount is not the whole story. It must be supplemented by the service obtained and the simplified paper work. Hence a reasonable discount may be a better proposition in the long run than a higher rate which involves extra time on bills, transportation, and separate handling because of a special offer. Discounts today are pretty well standardized. Before 1901 they were entirely unregulated.[11]

The character of the books also causes discounts to vary. Scientific and technical books, for example, do not sell as rapidly as fiction. Hence the discount is lower and may be only 5 to 15 per cent. Textbooks also are closely priced and hence have a smaller discount than regular or trade non-fiction. Fiction and juveniles obtain the best discounts.

The kind of service rendered by the agent is another limitation on the size of the discount. Books on approval are helpful to the library in making selections but they increase the cost of handling to an agent. Hence the discount may be reduced, by mutual agreement, for this service. "Shopping around" among the dealers may result in finding which firms grant the largest discount with the most liberal service, such as willingness to allow returns of books "on approval." Books bought from a local dealer must have the transportation added to their cost, and this may also cut the discount somewhat. Personal contact and good service may compensate for apparently higher cost. Some books may have to be

[11] The history of the "net price" system and its effects on library discounts is well summarized in Hopper, F. F. Order and accession department. Rev. by C. L. Cannon. (Manual of library economy, no. 17.) A.L.A., 1926, p. 6-8. (New edition in preparation.)

bought direct from the publisher to obtain a good discount, such as school editions and some textbooks. Privately printed books and those issued by obscure publishers must also often be secured direct, and usually at a very slight discount.

Cooperative buying has been advocated from time to time as a way of securing larger discounts for the smaller libraries. Such a pooling of interests would have its advantages in cutting prices through larger purchasing, but the difficulties have always proved insurmountable. Agreements would have to be reached as to titles and number of copies, while replacements, rush books, and books on approval would all be difficult to adjust. Or a committee of librarians in a state might agree with a dealer as to discounts, forms of orders and invoices, and other details, and promise to send in individually a certain percentage of their orders. Such a scheme would benefit the smaller libraries. It is doubtful if the profit would be sufficient to maintain an efficient separate office.

Orders for old books. As distinguished from recent in-print books still on the market, out-of-print books may be wanted by the library and placed on order, or selections may be made from second-hand or auction catalogs. For each kind the arrangement with the agent should be understood and agreed upon.

Out-of-print books should be kept on order and searched for by the agent with diligence. They should be reported upon regularly. When found by the agent, the book may be supplied at the net cost to the dealer, plus 10 per cent. In the case of very cheap items the postage spent in locating a copy may also be added.

If an "o.p." item is located by the library, two procedures are possible. One is to secure it by direct order and then cancel with the searching agent. Since, however, he may have located a copy in the meantime, a safer procedure is to advise the agent of the item and let him secure it. In this

latter case, a note is written on the back of the order card, as: "Offered by Harding, Cat. 54, Item #237 @ 6/-"; and below it "(Date of letter) Advised (agent) to secure."

Second-hand books offered in sale catalogs may be secured by the library agent instead of ordering direct. This is a convenient method for single items or small lots selected from dealers abroad. The agent can secure a net price, add his commission of 10 per cent, and enclose in a freight shipment. This method is not only a convenience in all the paper work connected with the order, but it frequently brings the book to the library at a lower rate because of the lower transportation charges. Both domestic and foreign importing agents make a point of sending to their library clients these second-hand catalogs, as well as the announcements of new publications.

Books sold at auction may be bid upon by the library's agent acting under instructions or agreements.[12] When an agent acts in this capacity he may be allowed to exercise a certain amount of discretion in the interest of the library.

Bindings. American and English books are usually issued in a publishers' cloth binding. Books issued in the continental countries of Europe are usually only sewed in paper covers. Most libraries instruct their agents in France, Germany, and Italy to bind all books there, according to certain specifications. Though the quality of the binding may be inferior and the books may be delayed in delivery, it is cheaper and more convenient for less used volumes, since they are ready for use on arrival and fit into the ordinary routine of accessions. Agents are accustomed to this procedure and samples of the binding are retained by them for continuations. Or, if a set is to be matched they are prepared to use rubbings.[13] Extra rush books, however, should not be delayed for bind-

[12] For procedure with auction catalogs, see Chap. 3 under Sales catalogs, p. 49-51.

[13] For suggestions as to the making of a rubbing, see Chap. 4, p. 64.

ing abroad. Books from South America, however, though also usually issued in paper covers, should be accepted in that form as the binding done there is generally unsatisfactory. When a continental book is received in paper covers or selected from an approval or inspection shipment, as mentioned above, it must of course be sent through the usual binding routine.

Billing. The invoicing of the books should be arranged for in some detail. It may require adjustments and compromises on both sides.

The form of the bill is sometimes so important that some institutions supply their agents with bill, invoice, or voucher forms, enclosing them with the order or placing a stock with an agent.

The entry of each item on the bill can make the paper work easy or difficult. The most desirable method is by typewriter, and gives: the number of copies; author; title; list price; discount; net price. The omission of the author's name may necessitate a search for the order card, if it is filed alphabetically by surname in the Books ordered file. An abridged title may be less perplexing than amusing.[14]

The order of the entries on the bill should follow that of the order sheet. An alphabetic arrangement is nearly always satisfactory and convenient. Where there are many funds the items may be grouped under them. Separate bills may also be needed for some equipment or special funds which must be kept separate from the library fund. As mentioned elsewhere,[15] some state institutions require the bill to be receipted before delivery of the books.

Copies of invoices may be rendered in duplicate or triplicate without extra charge. These additional copies are used, after being receipted, for filing according to the systems

[14] For instance, an agent billed Hillis, "A man's value to society" without author or full title, making it read: 1 Man's value.....75c.

[15] See page 21.

installed. By the simplest method, the original is filed by the treasurer and a duplicate is kept for reference by the library. If the bill is pasted in a book as part of the accession record, it is essential to have the two copies. If a copy must be filed with the city treasurer as well as with the treasurer of the public library, or with the state treasurer in state institutions, a third copy is needed. If more than three copies are required, the library is expected to pay for the additional ones. The number should be kept as low as possible.

The period of credit should also be agreed upon. The ordinary time is thirty days; but longer periods may be allowed. Indeed, so good is the credit of libraries that some agents have offered to have all their accounts settled quarterly or even semi-annually. Because of this feeling of security, libraries may be tempted to abuse the privilege and delay the forwarding of bills for payment. Indeed, the criticism is frequently heard that libraries are not quick payers. They not only do not take advantage of any 2 per cent discount in ten days (if allowed), but they run over the ordinary thirty-day period for cash and imperil the good discounts already given. So far as possible, bills should be cleared and paid before the end of each month and certainly within thirty days. Delays may occur later in the treasurer's office, but the library should be without blame. Promptness in paying insures further favors. All libraries should cooperate to maintain a good reputation in business dealings.

Shipments. The books should be shipped to the library according to an agreed procedure. Three methods are available for out-of-town agencies; freight, express, and mail. The choice depends on the size of the shipment and the country from which it comes. Familiarity with freight routes and schedules, express rates, and parcel post regulations enables the librarian to specify in advance the most advantageous method. Even if the exact method of transportation must be left to the shipper, certain considerations

in each case may be mentioned. For example, freight shipments from abroad should be consigned in care of a customs broker who is familiar with handling and clearing books for libraries. Express from abroad should be avoided if possible as the rates are high. If too small for a freight consignment, the books should be divided into several parcel post packages. Likewise, express from Canada to the United States is likely to involve delays and difficulties in clearing the shipment free from duty at the boundary. Registered mail is the best method from Canada.

Freight shipments need a large, strong box or case and sometimes the cost thereof is added, especially if a new one has to be secured. There is generally no charge for packing, though it may require great care and even water-proofing if the ocean is to be crossed. Freight shipments are usually f.o.b. at the city of the agent. This means "free on board," i.e., packed and delivered at the freight station. Some foreign agents will pay transportation to the library if the business is large enough, or if payment for a large order is made in advance by a deposit. Ordinary cases of books average between two hundred and three hundred pounds, and contain about one hundred and fifty volumes, which when unpacked occupy about six shelves, or one double faced truck of three shelves. If a number of small shipments can be assembled at some central point abroad and combined in one freight case, a saving in transportation charges can be effected. Before the war a number of libraries in the vicinity of Chicago cooperated in this way to their mutual advantage. If this is not possible, it seems better to use the parcel post.

Express shipments are less common than those by parcel post, except for small expensive items and packages that are intermediate in size between a mail parcel and a freight box. Dealers should be instructed to ship small parcels of books under ten dollars in value by book express as third-class mat-

ter on the express schedules, thus obtaining a rate of eight cents per pound; minimum charge, fifteen cents. Unless the word "books" or "printed matter" and "value not exceeding $10" are written, stamped, or printed on the package, the higher first-class rate will probably be charged.

Parcel post provides a satisfactory method of sending small parcels of books. In the United States parcels may be insured, providing for safety, and may be sent by "special handling," providing for speedy shipment in transit. Librarians should be thoroughly familiar with parcel post rates and regulations.

Parcel post service is now in effect between the United States and practically all other countries. From abroad, a parcel is generally limited to four pounds six ounces for each package, so that only two or three ordinary volumes can go in each parcel. The rate of postage is about equivalent to one cent for each two ounces. It is a satisfactory method for small consignments or rush books. For insurance purposes it is wise to specify that each parcel be registered. English books over twenty years old may enter the United States duty free, and "By a customs ruling of October 3, 1923, libraries may register on a free list so that small importations by ordinary mail, not by freight or express, may be sent post free of duty without affidavit."[16]

Rush orders. Books are frequently wanted in haste by a library and the degrees of urgency should be understood by the agent. It is a great help all along the line of ordering, shipping, receiving, forwarding, and cataloging if the exact date upon which the book is *wanted for use* can be specified by the selector or recommender. In practice, four gradations are useful in placing orders: ordinary, rush, extra rush, and wire rush.

An ordinary order follows the usual course of business. Every item is considered ordinary unless otherwise marked.

[16] Hopper, op. cit., p. 17.

A rush order is to be procured through the ordinary channels by the agent but not held for a freight shipment. It is to be forwarded by mail or express. If ordered from abroad and a bound copy is not obtainable, the binding should be rushed (if there is time) so that shipment may be made with a minimum of delay.

An extra rush order is to be sent by mail direct to the library without being held for binding or any other purpose. If not in the agent's stock, it should be forwarded by mail or express direct to the library from the publisher or bookseller. Air express service is now available at reasonable rates between important points; for example, an overnight delivery from Boston and New York to Cleveland and Chicago. New lines of air service are being steadily developed.

A wire rush order authorizes the agent to telegraph or cable for the book if it is not in his stock or procurable in the city. Many publishers insert a code word in their catalogs for this purpose. Foreign second-hand dealers likewise give a code word for each item offered. Librarians who expect to do much cabling should adopt a code book and advise their agents of it. It saves a good deal of money when each word costs twenty-five cents or more. The rates on telegrams in America and cables abroad should also be at hand, so that the differences between day and night messages and letters may be accurately figured. Likewise the variations in telephone toll rates should be known as part of the business experience of the order assistant.

Selected References

(in addition to those cited in text and footnotes)

References to several articles published prior to 1920 may be found in Cannons, H. G. T. Bibliography of library economy. A.L.A., 1927.

Foreign Publications

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Questions and Projects

1. Write out an argument to a board of trustees for choosing an agent by other methods than by securing bids.

2. Which method of choosing an agent do you favor? Why?
3. What reasons can you advance for dealing with the publisher direct?
4. Present the arguments a public library faces for buying books from a local dealer. Answer them.
5. a. Make up a list of metropolitan jobbers who specialize in library business.
   b. Of foreign agents.
   c. Of importing agents in America.
6. Make out a sample customs clearance document for a few English titles, securing a blank from an importing agent or revenue office.
7. Summarize the provisions of the copyright law as affecting authors and libraries.
8. Compile a list of second-hand dealers in a subject in which you are interested.
9. Make up a list of second-hand dealers, selecting one in America, England, France, and Germany, to seek out and quote titles in Americana, Botany, Economics, and the classics.
10. Examine the list of such publishers as Dutton, Harcourt, Knopf, and others, and see if you can identify books which were originally published in England. (Some publishers indicate their importations, as Macmillan and Scribner.)
11. Make up a list of three or four periodical subscription agents.
12. Obtain the library discount allowed by a local dealer to a public library with which you are familiar. Does the librarian consider the discount satisfactory? Why?
13. Report on the various proposals made at different times for cooperative buying.
14. Figure out the cost of shipping a thirty-five pound box of books from the nearest metropolitan jobber by (a) mail, (b) express, and (c) freight. (If located in New York, Boston, Chicago, etc., figure the rates from another city.)
15. Obtain the cable rates from your city to London, Paris, and Leipzig, on regular and deferred cablegrams, and on week-end letters.
16. Study out the distinguishing characteristics and costs of a day telegram, a night telegram, a night letter, and a day letter, as applied to a distant metropolitan publishing center.

CHAPTER III

National Bibliographies and Sales Catalogs

National Book Trade Bibliographies

Bibliographies for current and recent books
Bibliographies for older books
Periodical and newspaper lists
Method in searching

Sales Catalogs

Second-hand catalogs
Remainder catalogs
Auction catalogs

National Book Trade Bibliographies

The national book trade bibliographies furnish data concerning books published in various countries. Librarians, bibliographers, and book dealers all need to have this information available, both for current output and for the publications of the past.[1] It becomes necessary therefore to know which trade bibliographies are essential and which are simply desirable, as well as to understand their characteristics and the fields covered.

Several ways of studying the book trade bibliographies are possible. They may be assorted first according to the countries whose books are listed. This method follows the usual classification schemes, and by it the American, British, French, German, Italian, and other national bibliographies are separately grouped. Under each nation the bibliographies

[1] The importance of the various "trade items" in order work is discussed in Chap. 4, p. 61-64.

may be arranged alphabetically as in Minto, or chronologically for the period covered as in Mudge, Peddie, and others.[2]

The sequence of study under each country may be chronologic from the early printed books down to the present. For American bibliography the student would thus begin with Evans, take up Roorbach, Kelly, and the *American catalogue* in order, and finish with the *United States catalog,* the annuals, and the current lists.[3]

Another study might reverse this order and begin with the current entries, working back to the lists of early books. For British bibliography the student would first become acquainted with the weeklies, *Whitaker's Cumulative Book List,* the *Annual English catalogue,* and the *English catalogue,* and end with Arber's *Term catalogues* and the Stationers' *Registers.*

An approach by type is illustrated in the presentation in this book, by which the trade journals, the annual lists, and the consecutive series for each country's publications are cited together.

Bibliographies for current and recent books. *Announcements* of new books are usually made by their publishers to the trade and to librarians through news notes, advertisements, and circulars. The publishers' announcements are succeeded by their *catalogs.* Both should be filed together alphabetically until the *Publishers' trade list annual* (for the

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[2] A satisfactory list is in Mudge, Guide to reference books, 5th ed., A.L.A., 1929, p. 286-309. The important ones are listed in Minto, John. Reference books. Lond., Library Association, 1929, p. 5-16. The sequences of the various national series are well set forth in Van Hoesen and Walter, Bibliography, Scribner's, 1928, Chap. 10, p. 209-38, full data on p. 476-84. A list for library school use is New York State Library, Selected national bibliographies. Ed. 3. 1915. (Library School Bulletin No. 38.) A short list is in Arnett, L. D. Elements of library methods. Stechert, 1925, p. 101-05. A well-arranged list is Peddie, R. A. National bibliographies. Grafton, 1912.

[3] The full titles of the bibliographies mentioned are given in Mudge and the other guides and are therefore not repeated in this chapter.

United States) or the *Reference catalogue* (for Britain) appears.

The *current* books are listed in a weekly or monthly record in the book trade journals, as the *Publishers' Weekly* for the United States and the *Publishers' Circular* and the *Publisher and Bookseller* for England. For easy reference the monthly *Cumulative Book Index* (up through 1929 a record for the United States, but since then enlarged to include the books issued in English-speaking countries) and the quarterly *Whitaker's Cumulative Book List* (for England) have received the support of librarians and the book trade.

A *yearly* record for each country gathers together the publications into one volume (two half-year volumes in Germany). For America the final cumulated number of the *Cumulative Book Index* becomes the annual volume with the title of *United States catalog* for the year covered. For Britain the *Annual English catalogue of books* is compiled from the alphabetic record in the *Publishers' Circular,* and the fourth quarter of *Whitaker's Cumulative Book List* becomes the permanent annual volume with its entries in a classified list, based on the weekly *Publisher and Bookseller* and the quarterly *Whitaker.* For France the annual bound volume of the *Catalogue mensuel de la librairie française* has indexes of authors, titles, and subjects. It is much less expensive than the fuller almost official weekly *Bibliographie de la France* which also has an author and title index. For Germany the current list is recorded in the *Halbjahrs-verzeichnis der im deutschenbuchhandel erschienenen bücher,* which is based on the *Wöchentliches Verzeichnis.* A daily *Börsenblatt* is also issued but it is not available outside the book trade. For Italy an official monthly *Bollettino delle pubblicazioni ricevute* is issued by the Biblioteca nazionale centrale of Florence, while at Milan appears the *Giornale della libreria,* issued weekly by the Associazione tipografico-libraria italiana. The annual volumes of each have indexes.

Similar journals with annual indexes are issued for the principal European nations, such as Belgium, Holland, Spain, and the Scandinavian countries.

A *consecutive established series* of a national book trade bibliography for each country supplements these yearly and current lists. For the United States the modern series began in 1876 with the *American catalogue of books,* which ceased in 1910. Thereafter the *United States catalog . . . 1912* (the 3d edition) with its supplements supplies the record.[4] The cumulated volumes (1912, 1912-17, 1917-21, 1921-24 and the annuals 1924-27) should not be discarded because of the publications of the gigantic *United States catalog . . . 1928*; they are necessary for the record of books published during the years 1910-1927, because the 1928 edition, huge as it is, lists only books *in print* on January 1, 1928. For Britain the modern record is complete with the *English catalogue of books, 1801+*. The series originally ran from 1835, but in 1914 the volume covering 1801-36 was issued, having been compiled from various editions of the *London catalogue of books* and other lists to make the unified record complete for the nineteenth century. For France the *Catalogue général de la librairie française, 1840+* gives the data. Begun and edited for years by Lorenz, it is known colloquially by his name. In Germany a reorganization took place in 1910, and the present record is in the *Deutsches bücherverzeichnis, 1911+*. Prior to 1910 there had been rival bibliographies, of which the three best known were by Kayser, Heinsius, and Hinrichs. In Italy the series is known by the editor of the first compilation: Pagliaini, *Catalogo generale della libreria italiana 1847-99*. Two decennial supplements have been issued, 1900-10, 1911-20. So for every important country there is a bibliographic series available for old, recent, and current

[4] The editions of the U. S. catalog prior to 1912 are not important enough to keep readily available for reference, as the record is supplied by the American catalogue.

publications. The titles may be found in the lists already mentioned.

Bibliographies for older books. The contemporary records of publications in the early nineteenth century tended toward a brief entry—a line to a book—and included only available titles. For America, Roorbach's *Bibliotheca Americana* covers 1820-61, and Kelly's *American catalogue of books,* 1861-71. The series is then continued by the *American catalogue, 1876-1910.* Evans is attempting to bridge the gap from the first printed book in 1639 to 1820 in his *American bibliography,* but probably will not record any after 1800. A carefully edited bibliographic tool with features which make it more usable than Roorbach is Trübner's *Bibliographical guide to American literature,*[5] which is a classed list of books published in the United States from 1817 to 1857 with an index. Place and date are given but publishers are omitted; prices are quoted in English money. The list is prefaced by a compact history of American literature. Sabin, in his famous *Bibliotheca Americana,* ambitiously attempted to list all publications printed not only in, but also about, America. This bibliography is now being continued past "Smith, H. H." where it halted for thirty-five years. Special libraries of Americana supplement these bibliographies through their printed catalogs. A notable example is the *Catalogue of the John Carter Brown library in Brown university* in progress of printing since 1919. Five of the ten projected parts have been issued up to 1929, and list the books published in and about America from the earliest known through 1679.

Similar comprehensive bibliographical records have been compiled for the older books of various countries. Examples of the more important and useful of these may be mentioned. For England, Watt's *Bibliotheca Britannica,* was published in

[5] Trübner, Nicolas. Bibliographical guide to American literature. Lond., Trübner, 1859. 149+554p.

1824, and records many obscure writings. The key for uncovering anonymous titles is unique but easily learned. Lowndes' *Bibliographer's manual of English literature,* issued in a new edition 1858-64, is an indispensable aid, listing over 50,000 important books up to 1834 (the date of the first edition), with notes on new editions but no new titles for the second edition. It frequently adds to the published price the prices obtained at book auctions. The appendix lists titles in the series of many literary and publishing societies up to 1864. For France, Quérard's *La France littéraire* and its continuation, *La littérature française contemporaine,* which together cover 1700-1849, precede Lorenz's *Catalogue général* which begins with 1840. Lanson's *Manuel bibliographique de la littérature française moderne* is a guide to the period from 1500 to 1900 in a selected list of 23,363 entries. Another selective list but more general in subjects than Lanson's is Federn's *Répertoire bibliographique de la littérature française des origins a 1911,* which is limited however to books in print in 1913. Similar in scope for German literature is the *Deutscher literaturkatalog* issued occasionally by Koehler and Volckmar of Leipzig, which lists books in print and is especially useful for titles in series.

Supplementary to these bibliographies of national range are two of general scope: Brunet's *Manuel du libraire et de l'amateur de livres,* and Grässe's *Trésor de livres rares et précieux.* Both aim to list all important books from all nations, to distinguish editions, and to cite auction prices at which copies have sold. Grässe enlarged the fourth edition of Brunet by the addition of many German titles, not knowing that Brunet intended a new and enlarged edition. Consequently Grässe is stronger on German items, while Brunet's fifth (and last) edition remains more extensive for French ones.

Periodical and newspaper lists. For the identification of *current* periodical and newspaper titles, with place of publi-

cation, volumes, years, and subscription cost, the lists of journals for the various countries as given in Mudge's *Guide to reference books* will usually supply the information.[6] Most of these lists are published for commercial and advertising use, hence they do not always contain the literary and research periodicals of limited circulation.

In buying *back sets* of periodicals the difficulty of securing the necessary data as to the exact title, changes in series, volumes, and years, is now pretty well obviated by the *Union list of serials in libraries of the United States and Canada,*[7] which gives accurate information concerning the life history of 75,000 periodicals published throughout the world. Additional data can frequently be secured from the catalogs of dealers offering sets of second-hand periodicals for sale. Other sources of bibliographical data, in addition to the lists of current journals, are other union lists, the British museum *Catalogue of printed books* in the two volumes gathering together the *Periodical publications,* Bolton's *Catalogue of scientific and technical periodicals, 1665-1895,* and special subject lists, such as the list of journals covered in *Chemical abstracts,* and the medical periodicals in the *Index-catalogue of the library of the Surgeon-general's office.* The German national trade bibliographies list the bound volumes of periodicals along with other books under the *noun* in the title. Many publications of societies can be traced through the lists given in Mudge's *Guide.*[8]

Method of searching. As in the use of all reference tools,

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[6] Mudge, op. cit., p. 18-24. The chief lists are: For America, Ayer's Directory of newspapers and periodicals (through 1929 known as American newspaper annual and directory), and Severance's Guide to the current periodicals and serials of the U. S. and Canada; for England, Willing's Press guide, or the Newspaper press directory; for France, Annuaire des journaux, or Annuaire de la presse française; for Germany, Deutscher zeitschriften-katalog, or Sperlings zeitschriften-u. zeitungs adressbuch.

[7] Published 1927 by H. W. Wilson Co., New York.

[8] Mudge, op. cit., p. 33-36.

an understanding of what a bibliography contains will reward the seeker after the "trade items." Without this knowledge, the search may be simply a blind handling of the volumes; with it, a definite method can be pursued.

For a very recent American title, the *Cumulative Book Index* is probably the first place to look. If not yet entered there, the record in the *Publishers' Weekly* may disclose it. If the publisher is known, the desired data may be secured from his catalog, either in the *Publishers' trade list annual* or in separate form; or even from the advertising pages of the trade and book review journals. For an older book the date of publication is always a helpful guide. If the date is not given on the order card, it can frequently be discovered through library catalogs, such as the British museum's *Catalogue of printed books* or the card catalog of the Library of Congress, if a depository set is located near at hand, or through some of the general bibliographies.[9]

The progression of steps in running down a title of a book published in England is set forth in Van Hoesen and Walter's *Bibliography* in their discussion of the national bibliographies of England.[10] A demonstration of method is also given by A. R. Spofford in the following passage:

> "A habit of analytical methods should be assiduously cultivated, without which much time will be lost in fruitless searches in the wrong books to find what one wants. As a single illustration of this need of method, suppose you want to find the title of a certain book with its full description, a want likely to occur every hour of the day, and sometimes many times an hour. The book is perhaps Sir Walter Scott's Life of Napoleon,—9 vols., London, 1827, and your object is to trace its title, published price, etc., among the numerous bibliographies of literature. You begin by a simple act of analysis—thus. This is a London, not an American book—hence it is useless to look in any American

[9] Some of these are mentioned in Chap. 4, p. 70-71, and in Drury's Book selection, under Aids in Chap. 9, p. 256-59.

[10] Van Hoesen and Walter, op. cit., p. 217-18.

catalogue. It is written in English, so you are dispensed from looking for it in any French or other foreign bibliography. Its date is 1827, London. Therefore among the three leading English reference books in bibliography, which are Watt's Bibliotheca Britannica, Lowndes' Bibliographer's Manual, and the English Catalogue, you at once eliminate the former as not containing the book. Why do you do this? Because Watt's great work, in four huge quartos, though invaluable for the early English literature, stops with books published before the date of its issue, 1824. Your book is published in 1827, and of course could not appear in a catalogue of 1824. Shall we refer then to the English Catalogue for its title? No, because the five volumes of that useful work (though some imperfect book lists were published earlier), begin with the year 1835,[11] and the book you seek bears the date of 1827. You are then reduced, by this simple process of analyzing in your mind the various sources of information, and rejecting all except one, namely Lowndes' Bibliographer's Manual, to a search in a single catalogue for your title. . . . You find in it your Scott's Napoleon, date 1827, with its published price, £4. 14. 6, and an account of other later editions of the book. Of course you will observe that it is necessary to know what period of years is covered by the various bibliographies, and to carry those dates perpetually in your memory, in order thus to simplify searches, and save time."[12]

Sales Catalogs

Books offered in sales catalogs may be old or new, but most of them are out of print. The choice of such items is discussed as a phase of selection in the companion textbook.[13] The procedure of ordering them may now be considered.

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[11] Mr. Spofford wrote this in 1900 before the English catalogue of 1801-1836 was compiled and issued in 1914. The method holds good though the illustration would not now eliminate this tool.

[12] Spofford, A. R. A book for all readers. N. Y., Putnam, 1900, p. 496-97.

[13] See Drury, Book selection, Chaps. 7, 9, and 10.

Second-hand catalogs.[14] In the lists issued by second-hand dealers may be found the expensive book whose purchase when published was postponed, now offered at a figure within the reach of the library; the subscription work at perhaps half the published price; and the special title whose purchase now will add to the collection on its subject. These second-hand catalogs should be examined and marked as soon as received, and the items wanted should be searched and ordered *at once* if the item is to be secured. Otherwise the report is likely to come back "already sold." A delay of a week reduces the chances of securing about 50 per cent, and in a month the list may be valueless as a sales catalog.

The procedure in handling these catalogs is fairly simple. The dash or plus mark[15] should be placed beside each item as selected, and the item or page number jotted upon the front cover for indexing purposes. If the selector wishes to mark a great many titles which may be already in the library (but which he wishes to make sure of) it is economy of time to search the card catalog from the second-hand list and thus avoid making out a goodly number of order cards. But if the selector knows the present stock of books so well that duplications are rare, it is a convenience to have the order cards made out before searching. Frequently it is speedier to clip the entry from the sale list and paste it on the order card.

[14] A "second-hand catalog" seems to be library parlance for a catalog of second-hand books.

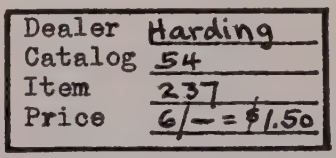
[15] A schedule of uniform marks is given in Drury, Book selection, Chap. 10, p. 306:

— A dash beside an item indicates that the title is to be considered.
+ A plus indicates that a copy is to be added.
V A check indicates that "we *have* a copy in the library."
0 A zero indicates that "we lack the item in the library."

A schedule of uniform symbols is also given in Drury, op. cit., p. 311:

A indicates a book to be bought at once.
B indicates a book to be bought at a lowered price.
C indicates a book that will be accepted as a gift, but not bought.
D indicates a book on which action has been deferred.
E indicates a book that will not be added.

By this means all the data are included, but the main entry must frequently be edited. Because the entries in such catalogs are likely to differ so markedly from the A.L.A. rules for author entry, a device especially useful is to underscore with a dot beneath (-.-) all entries searched in the card catalog. In libraries doing a good deal of selecting and buying from sale catalogs, it may prove a convenience to add to the order card by means of a rubber stamp the four necessary bits of information, as is shown on the form herewith.



Form 3: Rubber Stamp for Sale Catalog Item

This is best stamped so that the "price" is superimposed upon the place for "cost" on the order card.

The order card then enters the Routine (D) for Book orders going out.[16] After ordering, the card may be held separately from those in the Books ordered file if a report is expected by return mail, but if ordered from a distance so that a considerable time will elapse, as from Europe, it is a safer practice, to avoid duplication, to file the card with other outstanding orders.

An important process in the Routine (E) for Books ordered coming in[17] is to withdraw the order cards for all items reported "sold." This may be done under step 3 when the order cards for items supplied are drawn, or under step 10 when the items received are checked on the copy of the order. Those not supplied should be crossed off as canceled, and the order cards retired.

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[16] See Chap. 4, p. 56.
[17] See Chap. 4, p. 81.

The sale catalog should accompany the order cards from the selector to the order department and should then be kept on hand a reasonable time for reference. Its final disposition should be in accordance with its value for reference. They may be sorted into three groups according to the arrangement of entries: (1) miscellaneous arrangement; (2) arranged by subjects alphabetically; (3) limited to one subject.

A second-hand catalog with a *miscellaneous arrangement,* covering a dealer's whole stock and flung together, sometimes not even alphabetically, is of no value for reference, and after being read and any stray item recorded, may be thrown in the waste basket.

A second-hand catalog *arranged by subjects alphabetically* is of more value, for it brings together a few books on a subject and is easily checked. If one or more of the many subjects is of special interest to the library, this sort of catalog may be kept, filed by the most important subject. Or, if it is the catalog of some famous dealer, for example Quaritch or Sotheran, it may be kept as a guide to prices. Some large libraries tie together or bind such catalogs of reliable bibliopoles and arrange them by the name of the dealer. Otherwise it is a defensible practice to discard these also after any purchases have been made.

A second-hand catalog *listing many items on one subject* constitutes a bibliography of the topic. It is of real value for reference, both for the selector and the order assistant. It lists the works deemed important by the dealer, gives bibliographical data, and usually fixes a price on the item. Sometimes notes of value and interest are added. This sort of catalog is worth keeping. Not only are books on all sorts of subjects listed in this way, but certain types of material are also offered, e.g., sets of periodicals, transactions of societies, and maps. Many a catalog has illustrations of value and interest, such as title-pages of rare books, fine bindings, unique pictures.

After a catalog has been checked and any items ordered, a classification number may be written in the upper left corner with colored pencil or ink. Libraries which use the Decimal classification may limit themselves to the first three figures, those which use the Library of Congress to the first two letters, omitting any figures; or the color-band system may be used.[18] Then the catalogs are shelved near the order department by the general class number, or put in pamphlet boxes, or placed in a vertical file. Every few years the file should be weeded out and those catalogs which are quite out of date, or superseded, should be discarded. A very occasional catalog may prove to be of such value that it should be added to the library as a bibliographical contribution. In this case it is sent through as a gift, and cataloged.

Remainder catalogs. Lists of remainders afford libraries an opportunity to secure costly books a few years after first publication at a great reduction from their original price. The procedure in these cases is the same as for second-hand catalogs except that the need for quick ordering is not so urgent, since the dealer has more than the one copy to dispose of. Similarly, standard library sets, such as cyclopedias, are offered by some dealers who specialize in works wanted by libraries. Popular fiction likewise becomes available in a reprint edition at less than half the original price after a couple of years. Remainder dealers in England issue catalogs from which recent books of a popular character, especially in biography, travel, and history, can be secured for one-half the published price within a short time after publication. Books from circulating libraries, such as Mudie's in England, are obtainable at very low cost. There is a great risk here, however, of obtaining worn and soiled copies with torn pages or title-page missing, and in need of rebinding.

[18] See Dana, J. C. The color-and-position method of filing pamphlets . . . and other material. Modern American library economy series), Wilson, 1918. Also briefly explained in his Library primer. Library Bureau, Boston, 1920. p. 146-48.

Auction catalogs. Catalogs from auction houses no longer offer the bargains of years gone by, for it does not pay the seller to list the cheaper books. The emphasis today is on the books which appeal to collectors, such as rarities, Americana, first editions, fine printings, art books, and the like. Private libraries and collections form the bulk of the items sold in the auction room, and the desire is to realize as much as possible from the sale. It is the exception rather than the rule for an item to be listed on which a library may wish to bid. The less expensive titles are usually bundled into lots of ten or twenty volumes and sold as collections. To get one desired volume, a library may have to buy nineteen which are not wanted. Occasionally reference sets, standard editions, and subscription works appear. There are also some sets which are procurable only at auction. Many items wanted for any special collection which a library is fostering must also be secured at auction.

The catalog of the auction is mailed out about ten days or two weeks before the date of the sale. This allows time for the selection and consideration of items. It is also possible to inspect the books at the auction rooms, and thus to obtain a report on any special edition.

As in the case of other lists, the checking of items of interest is a task for the selector. After marking all the items of interest and indexing them by jotting the number of the item on the front cover of the auction catalog, the titles must be searched in the card catalog to avoid any unintentional duplication.

Next comes the decision as to the amount to bid. Unless the value of the work is known, a search should be made for the prices brought at auction in the past. For this purpose a file of *American book-prices current* and one of the English series, *Book-prices current* or *Book-auction records,* should be available. In 1904 a record of all items listed in the English and American *Book-prices current* which had sold above

£1 or $5 was cumulated in Livingston's *Auction prices of books.* This is useful for quick reference. A cumulated *Index to American book-prices current, 1916-22,* was issued and is a base from which to start a search for present prices. Lowndes, Brunet, and Grässe are all valuable aids in deciding on editions and in estimating probable prices. Other books to use are also listed in Mudge's *Guide to reference books.*[19] If not found in these auction records, the original publication price should be found in the trade bibliographies and, on the basis of all available information, a bid should be decided upon. Unless the work is shown to be rare and the price therefore high, a library is justified in trying to secure it for one-third to one-half the original list price. The bid determined should be written beside the entry in the margin of the catalog.

The catalog with all its desirable items and determined bids should then be put aside over night! Brought forth in the gray dawn of the next morning, its treasures may not prove so alluring, and the amount to be spent may appear too great, in the calmer atmosphere of cold criticism. If the reconsideration warrants the bid, an order card for each item may then be made and the Routine (D) for Book orders going out followed.[20] In reckoning the cost, care must be taken to notice whether the bidding practice of the auction house is "per lot" or "per piece." In the former case the limit decided upon is the cost. In the latter case, the limit should be divided by the number of volumes or pieces in the lot, e.g., a bid of thirty dollars for a three-volume work should be marked on the order at ten dollars per piece. A mistake in this may prove costly; this work might cost ninety dollars instead of the expected limit of thirty.

In selecting an agent to execute the bid, two procedures are available.

[19] Mudge, op. cit., p. 283-86 289-90, 294, 298, 300.

[20] See Chap. 4, p. 56.

1. The bid may be sent to the auction house. This is a safe practice for minor items when dealing with a reliable auctioneer. No charge is made for executing bids. A sheet is usually enclosed in the catalog on which the bids should be entered, according to instructions printed thereon. The data asked for are:

> Bids for one sale only are to be entered on each sheet.
> Each bid is identified by lot number, first word of title, and the amount (per lot or per piece).
> Name and address of bidder are entered on each sheet. Directions for shipping and billing may also be given.

2. The bid may be sent to an agent in the city. He may be the library's regular agent for other items, or a reliable agent may be found by consulting with other librarians who regularly bid at auctions. There is always a feeling under procedure (1) above that the bidding of the auction house may start only slightly below the limit given. With an agent representing the library, this is not apt to occur, and lower prices seem more likely. An agent may also use some discretion, so that if he has saved a good deal on one item, he may run a trifle over the limit in order to secure another. The agent's commission usually amounts to 10 per cent of the purchase price, but if the limits have been too low to secure any considerable number, the agent may be justified in charging 5 per cent of the total bid. His personal attention is of importance and he can inspect the volumes before the sale if necessary. If he is the same as the regular agent of the library in that city, the items secured can come forward in one of his periodic shipments.

Selected References

(in addition to those cited in text and footnotes)

National Bibliographies

De Ricci, Seymour. Book collector's guide; a practical handbook of British and American bibliography. Philadelphia, Rosenbach, 1921.

Schneider, Georg. Handbuch der bibliographie. Lpz., Hiersemann, 1923.

Wilson, H. W. The bookman's reading and tools. Wilson, 1925.

Sales Catalogs

Wyer, M. G. Book auction sales and second-hand catalogues. Public libraries 12:55-56. February, 1907.

Questions and Projects

1. Go through the national book trade bibliographies and become familiar with them. Work out problems to be answered by filling out order cards in full. (This project contemplates several weeks' or even a semester's study.)
2. Prepare a chart which will group the national book trade bibliographies of each country according to (a) consecutive established series, (b) annuals, (c) current trade journals, (d) publishers' catalogs collected, (e) older series, and (f) other special arrangements, as auction aids.
3. List in order the various trade bibliographies you would consult in verifying the title of an American book.
4. What national trade bibliographies would you consider indispensable to a public library spending $2500 a year on books? Give reasons.
5. Classify a group of second-hand catalogs by the main subject in each one, according to the suggestions in the text.
6. a. Select a few items from a second-hand catalog for purchase at a lower price than publication price.
   b. At a higher price.
7. Check through a second-hand catalog to see what books might

have been waited for advantageously in order to secure a lower price.

8. List some titles of books now out of print, as quoted in a second-hand catalog, which you think should be reprinted.
9. Take a recent auction catalog, select three or four items, index them on the cover, make out an order card for each, fill in the list price, and estimate a bidding price.
10. On an auction catalog of a few years previous, select a few items and estimate a bid. Compare later with the actual price brought as listed in *American book prices current.*

CHAPTER IV

Acquisition by Purchase: Books and Pamphlets

ROUTINES FOR PURCHASING BOOKS AND PAMPHLETS
Routine (D) for Book orders going out
Routine (E) for Books ordered coming in

Purchases for a library include books and pamphlets, serials, books added through binding, the varied accessions of material other than books, and the supplies and equipment used in a library. Order routines are developed in the following chapters for each of these items, and also for the purchase of replacements and books for a rental collection.

An order card is the base on which the purchasing process is built for each of these groups of items. A different form of card is generally used for each. The principle is the same, however: a separate card for each title. In the routine for ordering books the order card represents the title through all the processes of selecting, ordering, accessioning, and cataloging, until it or its substitute finally comes to rest in the official shelf-list. Here the shelf-list card represents the book and tells the story of the book's acquisition. In the routines for other items, as serials, binding, supplies, and equipment, the order card likewise represents the item in the processes. In following the trail of the order card each process in the routine is a significant step and leaves its mark on the card, book, or bill. Hence the term "process mark" indicates that each step has been completed. Since the order card represents the book, it should contain all the necessary biblio-

graphic information requisite for accurate identification, and should provide places for the insertion of process marks.[1]

The aim of organization and of routines in an order department is to secure economically and to forward quickly the right book to the catalog department. Every action should be tested with these purposes in mind. Furthermore, nothing should be done at any point without an adequate reason. Routines are devised to save time and labor, and so to produce results. If they fail, they must be revised until they function aright. They must be subordinate to the defined aim. There is no merit in a routine for its own sake, and there may be a virtue in breaking it. In all order work speed is essential. The library does not begin to function for its patrons until the book is ready for use. Hence every contrivance is allowable which aids in getting the order out as quickly as is consistent with accuracy, and in delivering as soon as possible the incoming items to the catalogers.

Routines for Purchasing Books and Pamphlets

A feasible routine for ordering books and pamphlets is given here.[2] It is divided into two parts: Book orders going out (D); Books ordered coming in (E). These two routines, D and E, contain the requisite steps in a developed order system. Some of these steps, or processes, may be omitted in a small library, where few books are purchased and orders are placed only monthly or quarterly. The steps are taken there in a very informal manner. For the small and medium sized libraries and for the teaching of essentials in library schools, simplified routines are suggested below. But in a very large library, other steps must be added to perform adequately the

[1] These data are discussed in detail under Routine (D) for Book orders going out, step 1, Order card is made out, a few pages further on.

[2] A schedule of the routines developed in this book and in its companion volume on Book selection is given in Apx. 1 to Chap. 1, p. 8.

necessary processes in a larger system. Any library, by omitting or adding, should be able to adapt these routines to its own local conditions. It has been necessary to assume some organization and the presence of certain equipment, as a typewriter, files, etc.[3]

Routine (D) for Book orders going out.

SUMMARY OF STEPS IN ROUTINE D[4]

1. Order card is made out
2. Fund is indicated
3. Title is searched
4. Trade items are verified
5. Estimate of cost is reckoned
6. Approval of the order is secured from the proper official
7. Agent is selected
8. Cards are re-arranged for ordering
9. Order is written
10. Order card is dated and numbered
11. Order card is duplicated if desired
12. Order card is filed
13. Order letter is forwarded
14. Duplicate copies of the order are filed and distributed

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[3] These are discussed in greater detail in Chap. 10, under Equipment, p. 223.

[4] Routine (D simplified) for Book orders going out. The essential steps for an outgoing order in a small library may be reduced to the following:

a. Order card is made out (Adapted from D1)
   (1) Form of card and use of any duplicate, selected from D1a
   (2) Bibliographical data, selected from D1b; especially author, title, number of copies, publisher, date, price
   (3) Other data, selected from D1c; especially Library of Congress number

b. Title is searched (Adapted from D3)
   Before order is sent it is necessary to know whether or not there is a similar volume in the library or on order

c. Order is made ready and written (Adapted from D4-9 and 13)
   The processes in this step can usually be done at one sitting
   (1) Trade items seldom need verifying if taken from reliable aids; D4

(continued on page 57)

D. 1. Order card is made out. Order cards should be filled out accurately and legibly. The whole success of securing the right book may depend upon spelling the author's name correctly. Most forms urge upon the selector, suggestor, or assistant: "Write legibly," or "Write as plain as print." The most satisfactory way is to use a typewriter. Next in favor is the library or printing hand. Least in favor is script.[5] Of course, printed entries are as legible as typewriting, and slips clipped from the *Publishers' Weekly,* the *Booklist,* or other aids, and from the catalogs of publishers or second-hand dealers may be pasted on the order card. These latter sometimes need much editing in order to conform to library entries. If a card has been made out in proper form in the selection routine[6] it is ready now for the order routine. If not, an order card is made out now. Frequently, too, the order department has to make out order cards from lists, requisitions, and other forms of recommendation.

a. Various forms of order cards are in use. A *commercial form,* procurable from the library supply houses, will be found satisfactory in most libraries. An *originated form* may be designed by a library for its own special use. *Blank cards,* or even the backs of disused catalog cards (an uncommendable practice) are used by some small libraries. *Printed cards*

(continued from page 56)

(2) Estimate of cost is readily made from the prices on the card; it is sufficient to be sure that there is money enough in the book fund to pay for the order; D2 and 5
(3) Approval of book committee or other official may be necessary; D6
(4) Cards are arranged; order is written and forwarded; steps selected from D7, 8, 9, and 13

d. Cards are dated and filed (Adapted from D10 and 12)
e. Copy of order is filed (Adapted from D14)

[5] On written order cards, as on all manuscripts, the letters n and u may be readily distinguished (when interpreted) by marking a dash *above* the letter n and *below* the letter u.

[6] Selection routines A, B, and C are given in Drury, Book selection, Chap. 10.

sent out by some publishers in advertising new books are frequently used to advantage.

Whether commercial or originated forms are used, it is essential that all order cards be cut to the standard size of a catalog card, so that they may be intercalated with other records whenever desired. This standard size is 7.5 x 12.5 centimeters, or 3″ x 5″ approximately.

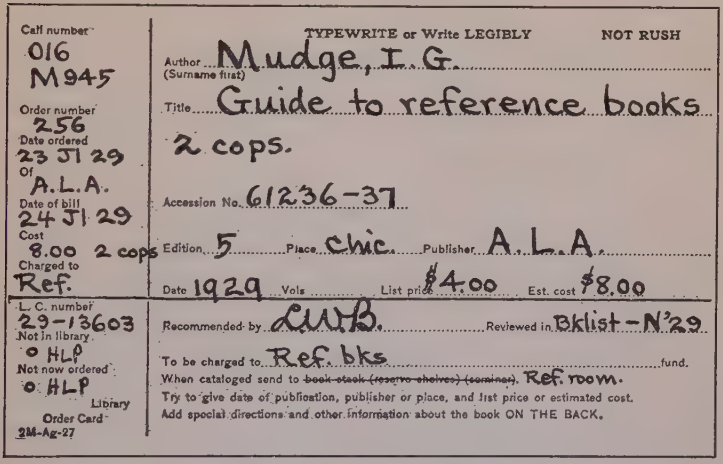
Class No.	Author (Surname first) WRITE LEGIBLY NOT RUSH
016 M945	Mudge, I. G.
Accession No. 61236-37	Title Guide to reference books
#256	2 copys.
Ordered 23 J1 29	
Of Direct	
Received—	Edition or Series. 5 Place Chic. Publisher A.L.A.
Cost 8.00 2 copys	Date 1929 Vols. List price $4.00 Est. Cost $8.00
Charged to Ref	Recommended by LWB.
Date of bill 24 J1 29	Address
L. C. No. 29-13603	Reviewed in Booklist, N'29
Fill out above as fully as possible Order [illegible] NOT RUSH, [illegible] special haste. Give reasons for purchase on back.	

Form 4: Order Card, a Commercial Form, Standard Size

A single order card is the base of these routines (D and E) for outgoing orders and incoming books. At one point in the process (Routine D step 11, below) a duplicate order card is introduced as a supplement to the single order card.

Duplicate order cards, double or triple, may also start the routine. It is presupposed that the cards are duplicated on a typewriter in order that the additional carbon copy cards may be secured with no extra time in writing and put to a profitable secondary use. Duplicates may be attached at a perforated line, preferably at one end, along which the cards are later torn apart. Duplicates on stock of different colors

allow considerable variety in use. In such cases the cards, though separate, are inserted together in the typewriter with a carbon between. Some of the various uses of carbon copies of order cards may be mentioned here. A library may select those of most advantage to its routine.


Call number
016
M945
Order number
256
Date ordered
23 JI 29
Of
A.L.A.
Date of bill
24 JI 29
Cost
8.00 2 cops
Charged to
Ref.
L. C. number
29-13603
Not in library
O HLP
Not now ordered
O HLP
Library Order Card
2M-Ag-27
TYPEWRITE or Write LEGIBLY NOT RUSH
Author (Surname first) Mudge, I. G.
Title Guide to reference books
2 cops.
Accession No. 61236-37
Edition 5 Place chic. Publisher A. L. A.
Date 1929 Vols List price $4.00 Est. cost $8.00
Recommended by CWB. Reviewed in Bklist-N'29
To be charged to Ref. bks fund.
When cataloged send to ~~book stock (reserve shelves) (seminar)~~. Ref. room.
Try to give date of publication, publisher or place, and list price or estimated cost.
Add special directions and other information about the book ON THE BACK.

FORM 4A: ORDER CARD, AN ORIGINATED FORM, STANDARD SIZE

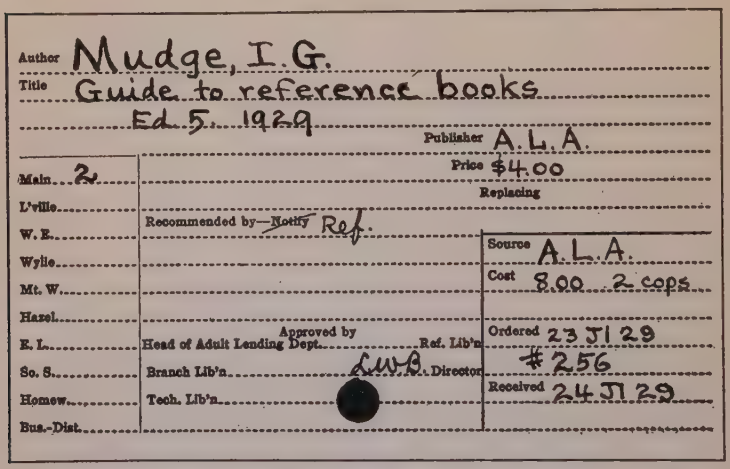
1. Record of book ordered or received and in process, filed in "books received" file, or in the official catalog, or in the public catalog.[7]

2. Memorandum of the order, kept by the agency, as a branch or department library.

3. Book order slip, sent to agent in place of the usual order list. This method is chiefly practical when the agent is a local dealer with a large stock, so that the slips return to the library with reasonable quickness. The duplicate is held at the library among orders outstanding. The original goes to the dealer and is returned by him with the book and the covering bill.

[7] See fuller mention further on under Routine D, step 11a, p. 78.

4. Library of Congress card order slip, sent to Library of Congress. If the Library of Congress number has not been found, this carbon supplies an author and title slip ready for sending with very slight editing.


Author Mudge, I. G.
Title Guide to reference books
Ed. 5. 1929
Publisher A. L. A.
Price $4.00
Replacing
Main 2
L'ville
W. E.
Wylie
Mt. W.
Hazel
E. L.
So. S.
Homew.
Bus.-Dist.
Recommended by—Notify Ref.
Approved by
Head of Adult Lending Dept.
Ref. Lib'n
Branch Lib'n
Director
Tech. Lib'n
Source A. L. A.
Cost 8.00 2 copys
Ordered 23 J 1 29
#256
Received 24 J 1 29

FORM 4B: ORDER CARD, AN ORIGINATED FORM FOR INDICATION OF BRANCHES, STANDARD SIZE

5. Memorandum of Library of Congress card order, retained in library.

6. Process slip in cataloging.[8]

7. Temporary slip in shelf-list if the original order card is used for the shelf-list record.[9]

8. Publicity copy for bulletin use. This can be combined nicely with numbers 6 or 7 preceding.

9. Notification to recommending person or department of the receipt of the order, sent when the book is ready for circulation.

b. The bibliographic data for the correct identification of

[8] See the Routine (P) in Chap. 8 for Accessions recorded on shelf-list card, step 7A, p. 177.

[9] See Routine P, step 7A, p. 177.

a book are much the same, whatever form is used. For the correct filling of the order, the following items may be called for: author; title; number of copies (if more than one); price, publisher and place; date; edition; volumes (if more than one, or if a particular one is wanted); size and paging; binding. A library wishing to abridge the information on the order records may do so by eliminating the above items in the reverse order. For very small libraries only the first five are necessary.

Author and title are necessary prerequisites in naming a book. Some novels and plays are better known by title than by author, but in a bibliographic record main entry under author is essential. The American Library Association *Catalog rules* for author and title entry should be followed carefully so that the order cards may be filed in conformity with the catalog entries. Shorter forms may, however, be used for author and title. The *author's surname* always comes first, followed by his given names in "subject fulness." This means that only his initials are given if he has more than one given name, but if there is but one it is written out in full. Examples: Dana, J. C.; Webster, Noah. If the card catalog is extensive, as in a large library, it may be advisable always to write out in full the first Christian name no matter how many initials, especially for common names like Johnson, Jones, and Brown. A great deal of time may be saved in this way in seeking Smith, Hugh A., some distance after Smith, Henry P. Familiarity with the colon and other name abbreviations will also help.[10] Correct entry as author needs to be watched in the cases of societies, government offices, and other corporate entries.

Titles may be shortened if still distinctive. The words in a title should follow the catalog form, omitting initial capital letters for any words except for the first word of a title and

[10] For such abbreviations see Cutter, C. A. Rules for a dictionary catalog. 4th ed. Government Printing Office, 1904, p. 157-64.

for proper names. The articles "A" and "The" are usually omitted at the beginning of a title, unless necessary for the sense. Translators and editors are indicated by the words "tr. by ..." or "ed. by ..." which follow the title. In a periodical run or a serial set, the dates covered and the inclusive volumes form part of the title, as for example: *Library Journal, 1876-1925, v. 1-50.* Important subject or publisher's series should be mentioned after a title as a clue to a continuation which may be on order; as, Reading with a Purpose, Blue guides, etc. As a rule it is always safer to include the series than to omit it.

Number of copies, if more than one, is an important item in the order. If no indication is given, it is assumed that only one is wanted. In libraries with many branches the order card usually has a place on it where the number for each agency may be indicated.

By an extension of the meaning, the phrase "number of copies" may signify the number of an item in a second-hand catalog and as such appear on the card; for example, item numbered 706, selected from catalog 6 of such-and-such a dealer, at a quoted price. These four details—dealer, catalog number, item number, and price—should be transferred to the order card, either by transcription or by pasting the clipped entry.[11]

Price is one of the prime essentials to be entered on the order card. Since the order department is expected to keep track of costs, an estimate of outstanding orders is necessary. Libraries vary in entering list price, quoted price, or estimated price. The list price should always be entered if it can be found. Even on out-of-print books and older items it is a guide to the present price. A quoted price may be transcribed to the order card from a letter or catalog, and its source should be noted with the date of the offer. An esti-

[11] For further discussion see Procedure with sales catalogs, in Chap. 3 of this textbook, p. 45-46.

mated price must sometimes be placed on the card in lieu of other information. It may not be added until step 5 in Routine D below is reached. The total of all volumes on the card should be reckoned. Sometimes the expected cost of binding must be included. Discounts may be allowed for on large orders, but it is safer to disregard them on small orders to allow for errors, postage, and such items. On out-of-print books, where no quotation is at hand, a limit of price should be specified. Such a limit is absolutely necessary on auction bids. The list price should be entered on the card in the currency of the country in which the book is published. The accepted coinage signs of each country should be placed before the prices, e.g., for the United States, $5; for Great Britain, £3.7/6 or £3.7s6d; for France, fr. 6; for Germany, M4.50; for Italy, L5.

Publisher and *place of publication* identify a book with further exactness. For well-known publishers of recent or current books, place may be omitted. But for obscure publishers with unusual addresses, the street and number as well as the postoffice should be given in full. Place is also rather essential for older books. Until recent years many bibliographies gave only place and date for imprint description, omitting any mention of the publisher's name. Now it is commonly thought essential to give all three. The accepted abbreviations for well-known modern cities as well as for older towns with their Latin names are listed in Walter, F. K., *Abbreviations and technical terms used in book catalogs and in bibliographies.*[12]

Date of publication, i.e., the year in which the work is printed or copyrighted, is another essential item in all bibliographic work. Indeed, in all order work, dates are important factors and afford clues in making researches. The order

[12] Published by Faxon, 1912. A supplementary volume to this is Moth, Axel. Technical terms used in bibliographies and by the printing trade. Faxon, 1915.

assistant depends much on the date of an order, of a letter, of a bill, and is inclined to place a date on every card, letter, and invoice to mark each step in the order process.

Edition is usually mentioned only if a specific edition is wanted. It may be a numbered one, as "Ed. 12"; or a new one, as "revised ed."; or one with a name, as "Gadshill ed."

Volumes are given only if there is more than one. Specific volumes in a set or of a periodical are best mentioned as part of the title, as: Rhodes, J. F., *History of the United States, v. 5-7; Library Journal, 1925, v. 50.* In library records a lower case "v." is the recognized abbreviation rather than "vol." or "vols." and the hyphen always means "through," i.e., "from the volume or year mentioned through and including the last volume or year mentioned, and all the volumes between." It is well to specify this when dealing with persons outside the library. An order calling for "v. 6-27" may bring only v. 6 and v. 27 instead of the run of twenty-two volumes. So while it is sufficient to write on the card "v. 6-27," in order to avoid any ambiguity the order to the dealer should be written out "vol. 6 through vol. 27 inclusive." The figures for volumes should always be the arabic and not the roman numerals.

Size and *paging* are seldom mentioned on the order card or in the order. But if the size is very unusual or the number of pages indicates a particular edition, either may be included in the bibliographic description.

Binding may be mentioned if other than cloth, or of special note. As mentioned above under price, the estimated cost of binding unbound books and periodicals must sometimes be reckoned. Occasionally rubbings[13] must be taken and sent along with the order if previous volumes are to be matched.

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[13] A rubbing is most easily made with a soft black or colored pencil upon a thin sheet of paper held tightly in place against the back of the book. The bottom edge of the paper may be flush with the bottom

(continued on page 65)

c. Other items to be filled in or marked are found on order card forms. They include signatures, address of a person recommending, fund, destination, source of reviews, rush indication, and Library of Congress card number. The majority of these items are filled in by the selector when he makes out the order card to indicate his recommendations in the handling of the order. If it is known beforehand that an order is for a new edition or an added copy of a book already in the library, it is a great convenience to indicate this fact on the card at the time it is made out.[14]

Signatures on the order card witness who selected and who approved the title for purchase. These signatures may be the names (or initials) of the librarian, the book selector, the selecting authority (as a department chief), the patron who suggested the book, the professor who recommended it, or an official who wanted it. By the signatures the order department is authorized to contract for the purchase of the book.

The *address* of the person who recommended the title is added if he is to receive notification of the receipt of the book.

The *fund* to which the item is to be charged is indicated whenever it varies from the usual or expected one.

The *destination* of the copy or copies may also be indicated on the order card. This is especially convenient when a book is to be located in a special agency, as the reference room, a reserve shelf, the open shelves, or a special collection. In university libraries, seminar and department libraries may be indicated here. In public libraries the branches may be indicated. In the larger libraries a special order card form prints the abbreviations of the branches.

(continued from page 64)

of the book, or this bottom point may be plainly marked, so that the binder may measure the correct height for the lettering and banding (if any). Specifications should be written on the sheet, giving information as to the color of the binding, the kind of material, whether bound in full cloth, half leather, etc., and other necessary or helpful details.

[14] See Routine D, step 3: Searched for "not in library," p. 68.

The *source of reviews* is usually provided in a space headed "Reviewed in . . ." This furnishes the selector with information which may be needed in the selection process and later in the Decision file. It does not figure in the order process.

Rush indication usually appears on an order card with the printed words "NOT RUSH" or "NOT IN HASTE." An order is made "rush" or "in haste" by crossing off the "not." Otherwise the order follows the routine. Too great use of the "rush" privilege produces the calloused condition created by the lad who cried "Wolf!" When a book is really wanted in haste it helps both the acquisition and catalog processes if the date on which it is needed can be indicated. Though the order department tries to advance all books to the catalog department as quickly as possible, a book in a routine will not travel along as fast as one given special attention. This special attention inevitably adds to the cost of acquisition. The use of the book on arrival may, however, warrant the extra service. Rush orders should be separated at once and the order placed the same day.[15] A rush order may be followed up by an indicator clip on the order card, or by a duplicate order card in a tickler file.[16] On receipt, a rush book should be sent along at once with a red destination slip inserted.[17]

The Library of Congress catalog card number may be added to order cards and many forms provide a place for it. It is easily obtainable from such current bibliographies as the *Booklist,* the *Cumulative Book Index,* and the *Book Review Digest.* When, therefore, selection is made from these sources, the Library of Congress number may be added at the same time. If not done then, it can be transcribed when the trade items are verified later on in this Routine D step 4.

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[15] The treatment of rush orders by the library's agent is considered in Chap. 2, p. 32-33.

[16] See below under Routine D, step 11b, p. 79.

[17] See below under Routine E, step 7, p. 87.

D. 2. Fund is indicated. Among the process marks on the order card is a space entitled "charged to ..." Here the order department enters, perhaps with a rubber stamp, the official designation of the account to which the item is to be charged. The decision is usually arrived at from the signature on the card. Sometimes the exact fund is specified by the selector. The indication may be simply "Book fund" or "Reference books"; it may be for "Technology" or "Art"; or it may be for the "Branches" with an indication of the ones for which copies are ordered.[18]

D. 3. Title is searched. To avoid unintentional duplication of books already in the library, in process, or on order, it is necessary to check the title on the order card with the records of the library.

In a routine with only a single order card, such as this Routine D, this process involves consulting at least two, if not three or four, files. The routine mentioned later, in D step 11, with its alternative of using two or more duplicates of the order card, involves searching in only one or at most two files. The four files which must be searched to avoid unnecessary and unintentional duplication are:

a. The card catalog which indexes all the books possessed by the library.

b. The "books received" file, which lists in the catalog department all the current receipts in process of shelf-listing, classifying, and cataloging. In this file are the order cards from the time of accessioning until the catalog cards are filed in the card catalog.

c. The "to be accessioned" file, which contains a small number of order cards only temporarily, but which is a necessity in libraries which count by accessioning, if duplicates are to be entirely avoided. Where several assistants search independently and the work of accessioning is held over several days, the order cards in process must be available for consul-

[18] Separate funds for books are discussed in Drury, Book selection, Chap. 4, under Money resources, p. 64-65.

tation during the interim from the time they leave the order department until they are filed in "books received."

d. The "books ordered" or "orders outstanding" file, which lists in the order department all the titles on order.

A careful search of these four records should reveal whether the title is in the library or has been ordered. In the organization of some libraries, files (b) and (d) may be combined into one, and (c) may be eliminated. This amalgamation is possible when the order and catalog departments are a unit or closely affiliated or are located so near each other that one joint file serves the double purpose. Individual libraries may have other files which should be searched. If the library has both a public and an official card catalog, a search in the latter should suffice. Sometimes the shelf-list has to be examined, to distinguish more accurately between copies in branches, or to supplement the catalog information as to volumes of periodicals. Special files must occasionally be searched, as when the catalog of a special or branch collection has not been incorporated in the main card catalog, or when "on approval" books are on hand and are charged out to readers.

A title not found in any of these records can be marked with some certainty "not in library" or "not now ordered." The searcher usually marks zero and writes or stamps his name or initials in the lower left corner or in a place provided on the order card. In some libraries the date of searching is also added.

A title found in any of the records consulted should be marked by writing "over"; or, on cards with the printed form, by crossing out the word "not" and writing "over" in the space below, so that the legend will read "in library (see) over," or "now ordered (see) over." The card should be turned over on the bottom edge toward the searcher and for a book in the library the call number, edition, date, and location of copy written on the upper left corner of the back of the card. If the title is in process or on order, the fund,

the date of order, and agent should be written on the back in place of the call number.

This searching is usually done in a large library by an assistant from the order department. In a small library the librarian does it. The work of searching the card catalog may also be given to reliable assistants in the reference or loan departments to be done in slack times. Certain agencies may do their own searching, as the children's department, the technology department, and each branch. In cases of doubt or delay, the order department should search the items again. Careful checking at this point prevents wasteful duplication and is less expensive in the end. If the searching and marking have not been done as a part of selection, it should be done now, using the same marks of dash, plus, check, and zero, and the symbols A to E.[19] Here again it is a convenience to underscore with line and dot (—·—) any likely entry other than the main one which has been looked up in the card catalogs. Variant spellings should also be queried and the forms indicated which have been searched. Of course if a list has been searched before the order cards are made out, this step 3 may be omitted.

After searching and marking, the order cards are gone over and those titles which are already in the library, or on order in exact duplication or in another edition, are returned to the original selector with a query as to his wishes concerning another copy or a new edition. A convenient form to accompany such cards reads:

> The library already has a copy of this book. The call number is noted on the back of the order card. If you still wish a copy, please return this order card, endorsed to that effect.

If, then, an added copy or another new edition is wanted, the order card is countersigned "a.c" or "n.e." as the case

[19] See schedule of these marks and symbols in Chap. 3, p. 45. A discussion of them is given in Drury, Book selection, Chap. 10, p. 306 and p. 311.

may be. This endorsement may be below the data recorded on the back of the card, or beside the markings "in library" or "now ordered" on the face. The order card then continues in the routine.

D. 4. Trade items are verified. Bibliographical completeness and accuracy insure the correct filling of the order without delays or returns. Each item of data verified by the selector should receive his check mark (√). Cards reliably made out on accurate information need no further verification. Missing data only need to be supplied. But if there is any chance of doubt or error, the bibliographical data should be verified or supplied from the national book trade bibliographies or other reference resources.[20]

New books are usually so well known in the book trade that only author, title, and price need be known to order them and to estimate their cost correctly. Yet it is a convenience to any agent to know the publisher, since stocks are frequently arranged so that the books of a publisher are kept together. If out of stock, the information is ready at hand for sending for the book. Recent books by obscure publishers or those not in the book trade should always be described as fully as possible.

Older books and foreign books need full bibliographical description and careful verification. Yet an undue amount of time should not be spent even on this fascinating detective work. If the data are not complete after fifteen minutes' search it may be well to consider whether further quest is necessary, even for the more expensive items. Perhaps the data in hand will be sufficient for the library's agent.

Verification is by no means limited to the ordinary trade bibliographies, nor to the aids in selection. The entire library, with all its books, bibliographies, and reference tools, is at the command of the order assistant. The printed catalogs of other libraries are a frequent resource. Of first importance

[20] Some of these aids are given in Chap. 3 of this textbook, p. 36-42. Further references are mentioned in Drury, Book selection, Chap. 9, under Tools for the book selector, p. 259-62.

are: United States Library of Congress, depository card catalog; British Museum, *Catalogue of printed books;* Boston Athenaeum, *Catalogue;* Pittsburgh, Carnegie Library, *Catalog.* In addition to these bibliographies and tools, an order department may also maintain or have access to the files mentioned in chapter one.[21] Chief of these for verification purposes are the Editions file and the Want file.

A flair for bibliographic research makes the running down of out-of-the-way and difficult titles a pleasurable task. Experience may enhance this pleasure by making the quest more direct and sure. The danger is to overemphasize the need for securing all the data when the book may be as easily procured with less. Hence the need of a time limit. Verification, however, frequently reveals data essential to the correct filling of the order and generally should not be slighted. In working through a good-sized batch of order cards it is convenient to separate them into groups, first by country or language, and then by date. This enables the verifier to go through the volumes of a trade bibliography in sequence. For books in print it is usually sufficient to verify the present price by the *Publishers' trade list annual* or a similar publication. Even these may not be always up to date and accurate, for prices are subject to frequent change. After the in-print items have been verified, then the out-of-print items remain to be searched, until all are sufficiently accurate for ordering.[22]

D. 5. Estimate of cost is reckoned. The bibliographical data now being as complete as possible, the order cards are re-sorted into funds as indicated by the process mark (Routine D step 2 above), and the total estimated cost is reckoned for each title. In small and medium sized public libraries it may be sufficiently accurate to total the amount of the order and deduct 20 per cent for the discount. The total for the fund is then computed and checked against the fund

[21] These files are also discussed in Drury, Book selection, Chap. 10, p. 312.

[22] See also under Method in searching in Chap. 3, p. 42-44.

account to assure that sufficient is on hand to meet the amount. If so, the order may be placed; if not, a reconsideration of the order must be given by the selector and the librarian, to whom the matter is referred. A memorandum of the total estimated cost is kept in some form. In this routine it is derived from the carbons as is shown below under Routine D step 14. In libraries where there is but one fund for books there is of course no sorting of the cards by funds. The only requirement is the assurance that the order comes within the total weekly, monthly, or annual book budget.

D. 6. Approval of the order is secured from the proper official. In some libraries final approval by the librarian or other official is necessary before the order is placed. The cards may even have to come before the book committee of the trustees. In such cases the approval is conveniently secured at this point in the routine. With the cards grouped by fund, each card is countersigned in the space provided.

D. 7. Agent is selected. Decision must be made as to the agent from whom the item is to be secured. The choice may be the publisher, a local dealer, a city jobber, a second-hand dealer, an importer, a foreign dealer, or some other special agent, depending on the nature of the book and when and where it was published.[23] When a decision has been reached, the name of the agent is stamped or written on the order card in the blank space entitled "ordered of ..." For regular agents a rubber stamp is a convenience.

D. 8. Cards are re-arranged for ordering. The cards for all funds should now be re-grouped by agents according to the selection made under step 7 above. The arrangement under agent varies according to the needs and practices of the different libraries. Some of the groupings used are (a) a strict alphabetical order by authors; (b) first by fund and then alphabetically; (c) first by type (as fiction, non-fiction,

[23] The selection of the agent is discussed in Chap. 2, p. 10-23.

and juvenile; or new books and replacements) and then alphabetically; or (d) first by publisher and then alphabetically.

a. The alphabetic arrangement is probably the most convenient for the library and for most dealers. In a long order it enables one to find an item more readily, and it is quite in keeping with the A to Z habits of the library. Even when not the first form of arrangement, it is nearly always the secondary form.

b. The fund arrangement serves a useful purpose in many libraries. It is especially convenient in college and university libraries where many library and special funds must be kept separate.[24] By writing a separate order sheet with carbon copy for each fund, it is possible to analyze the orders outstanding by funds, and to have the orders filled on each fund available for reference without recopying the titles. This fund method is, however, not so practical for public libraries ordering one or more copies of the same title for every one of many branches. It would be very inefficient to distribute the order over many sheets when one single order for fifty or seventy-five copies brings them all to the library. After receipt they are allocated to the several branches.[25]

c. The type arrangement is in common use by public libraries. They desire to distinguish between their purchases for fiction and non-fiction, juveniles, and reference, new books, and replacements.

d. The arrangement by publisher accommodates some dealers and may speed up the accurate filling of the order. It is practical cooperation on the part of the library which is returned by better service. Jobbers usually group their stock by publishers. It may be easier for them to assemble a large order arranged in this way than to pick items out of an alphabetic list. If, therefore, it is as convenient for the library, an arrangement by publisher is warrantable. Even

[24] Drury, F. K. W. On an order record by funds. Library Journal 38:22-23. January, 1913.

[25] Amplified further in Chap. 10 under Bookkeeping, p. 221-22.

so, it is scarcely worth while on very small orders, or where there are less than five titles to a publisher. One large jobber prefers the alphabetic arrangement for orders of any size.

It is always an advantage for the order assistant to know how an agent handles an order. Often he can cooperate by arranging the order in a more convenient way. For example, if a considerable number of foreign books in different languages are ordered through a New York importer, they can be grouped by the country of publication, since separate orders are written for them to agents in London, Paris, or Leipzig.

Another form of cooperation is to send to the local agent for domestic books *two* copies of the typed order sheet on which the titles are grouped by publishers, with liberal spacing between groups. The agent supplies at once the books on hand, crossing off those items from the duplicate copy. Cutting up this copy, he pastes each group on his order blank and forwards them to the various publishers. By this means the time of retyping the items is saved and any errors in copying are avoided.

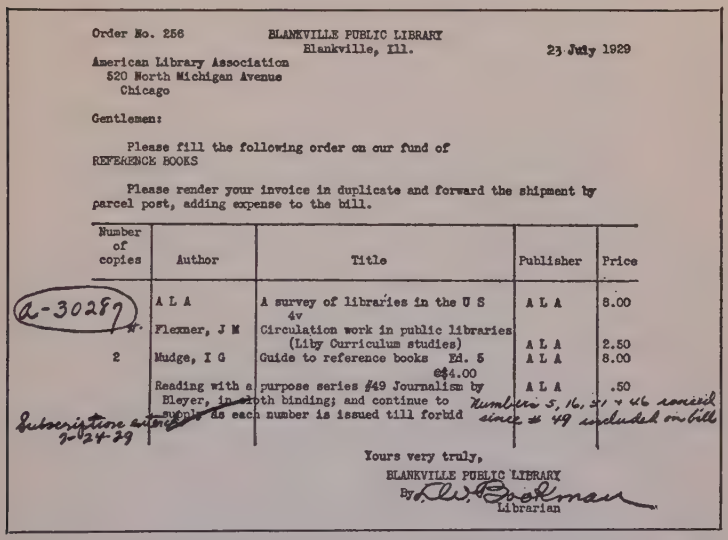
D. 9. Order is written. The order is typed (or written) from the order cards, either on the library's stationery with letter-head printed or written on it, or on a special order form. In some cities and states it is necessary to conform to the requirements of the governmental office.

Business forms of address are used in an order letter. After greeting the agent as "Dear Sir," or "Gentlemen," or other form of address, the opening sentence may be: "Please fill the following order on our fund of ..." here inserting the name of the fund, as Reference, or Art.

The disposition of the order on the sheet may be accomplished in various ways. The test is clarity. Arrange and space the items so that it is the easiest possible task to fill the order. One method (A) arranges the items in five columns: number of copies, author, title, publisher, and price. Edition, series, volumes, and other specifications are added in the title

column. For anonymous books the title is begun in the author column and run on into the title column.

Another method (B) disregards any column arrangement and transcribes the items in the order in which they appear on the card, each datum being set off by four spaces on the



Order No. 256 BLANKVILLE PUBLIC LIBRARY
Blankville, Ill. 23 July 1929

American Library Association
520 North Michigan Avenue
Chicago

Gentlemen:

Please fill the following order on our fund of
REFERENCE BOOKS

Please render your invoice in duplicate and forward the shipment by parcel post, adding expense to the bill.

Number of copies	Author	Title	Publisher	Price
a-30289	A L A	A survey of libraries in the U S 4v	A L A	8.00
	Flexner, J M	Circulation work in public libraries (Liby Curriculum studies)	A L A	2.50
2	Mudge, I G	Guide to reference books Ed. 5 @$4.00	A L A	8.00
	Reading with a purpose series #49 Journalism by Bleyer, in cloth binding; and continue to supply as each number is issued till forbid		A L A	.50

Subscription entered 7-24-29

Numbers 5, 16, 21 & 46 received since #49 included on bill

Yours very truly,
BLANKVILLE PUBLIC LIBRARY
By L. W. Brockman
Librarian

FORM 5: ORDER FORM, METHOD A, SHOWING CHECKS OF DEALER. THE RESULTING INVOICE IS SHOWN ON FORM 7, P. 93

typewriter. The price is frequently carried to a column on the right margin so that the figures may be easily added up. A tabular stop on the typewriter is convenient for this. On special forms the place is indicated.

Items selected from a second-hand catalog should be grouped under a heading such as: "Selected from your catalog 16" or "Selected from catalog 16 of James Thin, Edinburgh." The number of the item in the catalog then precedes the author's name in the column headed "Number of copies," e.g., "(Item) #706 Hakluyt's Voyages, etc."

Items which are out of print with no quotation at hand may be marked "o.p." with a request to secure at second hand up to a certain limit. This limit may be indicated in the price column. If the cost when found runs over the limited price, the dealer should quote the higher price before supplying.

Order No. 256 BLANKVILLE PUBLIC LIBRARY
Blankville, Ill. 23 July 1929

American Library Association
520 North Michigan Avenue
Chicago

Gentlemen:

Please fill the following order on our fund of
REFERENCE BOOKS

Please render your invoice in duplicate and forward the shipment by parcel post, adding expense to the bill.

Number of copies	Items	Limit of price
	A L A Survey of libraries in the U S Chicago A L A 1926-27 4v	8.00
	Flexner, J M Circulation work in public libraries (Library curriculum studies) Chicago A L A 1927	2.50
2	Mudge, I G Guide to reference books Ed. 5 Chicago A L A 1929 @ $4.00	8.00
	Reading with a purpose series #49: Journalism by Bleyer in cloth binding and continue to supply as each number is issued till forbid	.50

Yours very truly,
BLANKVILLE PUBLIC LIBRARY
By [signature]
Librarian

FORM 6: ORDER FORM, METHOD B

Instructions may best be given at the beginning of the order where they will not be overlooked as they might be at the end. These usually cover two points: (a) *billing,* to specify if more than one copy of the invoice is wanted, or if special forms are to be used; (b) *shipping,* to indicate how the package is to be addressed, and whether it is to come by mail, express, or freight, prepaid or collect. Any other special directions may be added. Where special forms are in use, the instructions are generally printed thereon.[26]

[26] The nature of these instructions is discussed in Chap. 2, under Agreements with agents, p. 23-33.

The signature of the librarian or his authorized representative is then affixed to the proper sheet. In some institutions the librarian only requisitions, and a central purchasing agent really orders, and thereby signs the contract. In such cases the librarian's signature may well be placed on one of the carbon copies which thus becomes a requisition without rewriting, the purchasing agent signing the formal order. Sometimes a covering letter to accompany a list is all that is necessary. In this case the letter should specify the number of pages and otherwise identify the order. Generally, however, it is better business practice to treat each sheet as an order, dating and signing each one, with the name and address of the library written, stamped, or printed thereon.

A copy of the order should be kept in some form by the library. The simplest way of securing a duplicate is by the use of carbon paper. In libraries with a typewriter, carbon copies are easily obtained, and as many as four or five may be made available if necessary. In libraries without a typewriter, at least one carbon copy can be obtained by writing the order with a stiff pen[27] or with an indelible pencil. Copies of orders may also be made by using copying ink with a letter-press book or a rapid roller copier.[28] Neither of these is recommended, since the copies are not made as quickly nor are they as adaptable for use later as the carbon copies.

In this routine it has been assumed that *bids on orders* are not required.[29] If, however, bids must be secured, they are asked for under this step 9 in the routine. Instead, then, of the order sheet being an order, it is a request for a bid, and

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[27] A fountain pen with a stylus-like point gives satisfaction. They are made by such firms as Inkograph Co., Inc., 199-381 Centre St., New York City.

[28] Copies are made by these presses by means of a damp cloth moistening the copying ink which offsets onto onion-skin or tissue paper. The method is no longer in common use.

[29] The policy of bidding is discussed in Chap. 2, under Selection of agents, p. 11.

further steps in the routine await the returns from the bidding.

An order number is usually assigned each outgoing order sheet for convenience in tracing items on invoices and in correspondence. One number covers all the items on the sheet, or even a series of sheets to one agent on the same day. On special forms it is usually printed at the time they are made up; otherwise it is written or stamped as the order is made out. Some librarians assign an order number to each item for greater exactness in reference and tracing. Other libraries even with many orders use no order numbers at all. An order number is not a necessity, but it may be a great convenience.

D. 10. Order card is dated and numbered. The date of the order and the order number, if used, are written or stamped on the order card in the place provided, above the name of the agent. These important records should be clear and legible, for they are frequently referred to.

D. 11. Order card is duplicated if desired. At this point duplicates of the order card may be made, if not already provided in the initial writing of the card.[30]

a. One of the most important uses of a duplicate order card is to insert it as information in a file outside the order department. For this purpose a standard-sized colored slip (as pink or blue) may be used. It may be filed (1) in the Books received file as a record of books ordered and received, or (2) in the official catalog, or (3) in the public catalog. In any of these places it remains until the book is cataloged. With the knowledge that there must be a colored order card for every book, the filer of the catalog cards seldom fails to find the right slip to withdraw. Yet lack of accurate bibliographical data may cause such a slip to be inserted quite far from the correct catalog entry. Hence this method is not

[30] See Routine D, step 1a, above, p. 59-60, where various ways of using a duplicate order card are listed.

so highly thought of for the public catalog, or for public libraries. It has been tried more often in university libraries. This duplicate order card, when placed in the official or public catalogs, reduces to one file the search under step 3 of this Routine D; and to two when placed in the Books received file.

b. Another use of a duplicate order card is to follow up rush items so that they will not be overlooked. This duplicate, which may be only a memorandum but which should be made at this point in the routine, is filed in a tickler on the order assistant's desk under a date three, five, seven, or ten days ahead, depending on circumstances. For foreign books further allowances of time must be made.

D. 12. Order card is filed. While awaiting the receipt of the item which has been ordered, the order card is kept available in a file called "Books ordered" or "Orders outstanding."[31]

An alphabetic file by authors is the usual form. It thus becomes not only a convenient and almost necessary file to refer to as part of this Routine D step 3d, above, but it is the real index by date, agent, order number, or fund to the copies of the orders.

Modifications of this alphabetic arrangement are sometimes made by individual libraries which desire information of another sort. For example, all orders for *certain groups,* such as juveniles, fiction, or branches, may be kept together. Many libraries keep orders from a *second-hand catalog* bunched together outside the alphabetic file, accepting the very slight risk of duplication while the order is being filled. *Rush items* may also be held out in the same way. Some libraries also keep the cards by *order number* and make no attempt at an alphabetic arrangement. This is a very practical scheme where a duplicate order card is used as mentioned just above under step 11, since the file is not used for

[31] This file is usually spoken of in library parlance as "Orders out."

searching for orders outstanding. Similarly the order cards may be first arranged by *agents* and then alphabetically. Nevertheless, these modifications are risks in any good-sized library and the strict alphabetic arrangement is safest and best.

D. 13. Order letter is forwarded. The order itself is now ready to be sent on, and the copy for the agent, usually the original copy, is forwarded with all necessary documents, such as instruction and bill forms.

D. 14. Duplicate copies of the order are filed and distributed. The number of duplicates of the order varies from one up to almost any desired number which can be made at one writing. Three or four are most frequently used.

One duplicate suffices in libraries which desire only to keep a copy of the order. This may be filed in any convenient way: (a) by fund, (b) by agent, (c) by order number, or (d) by date. It is a memorandum of the contract and the items are checked off as received.

Two or more duplicates allow more flexibility in providing information. It is a great convenience to use different colors of paper for each copy, insuring correct filing and distributing. The use of these extra copies is quite varied, and each library decides for itself which gives the greatest service. The first copy is usually retained by the library for checking and may be filed by fund. This is the recommended practice where funds are important. Files by order number and by agent may take copies 2 and 3, as this information is frequently important for following up an order. Another copy may be conveniently used for informing the chairman of the book committee of the order. Additional copies may also be sent to other members of the board. An extra copy is used in some libraries for ordering Library of Congress cards. In this case the copy must be carefully edited. An extra copy may also be used for publicity purposes, for posting, or for notifying a department or branch of the order which has been placed. A second copy may also go to the local dealer as suggested under Routine D step 8d.

When, then, the card rests in its file of books ordered and the duplicates of the order are in place, the process of the Routine (D) for Book orders going out, is completed, and the receipt of the book and of the bill must be awaited in order to begin the Routine (E) for Books ordered coming in.

Routine (E) for Books ordered coming in.

SUMMARY OF STEPS IN ROUTINE E[32]

1. Invoice is received, and entered in bill-book if desired
2. Books are unpacked and checked with invoice
3. Order card is drawn from file of "Books ordered," working from invoice
4. Information is transferred from invoice to card
5. Bill is certified
6. Entry of purchase is made in book
7. Destination and other slips are placed in book
8. Important additions are noted
9. Book is forwarded to accession desk
10. Each item received is checked on copy of order
11. Bill is approved for payment
12. Bill is entered on record of "Bills approved for payment"
13. Bill is forwarded for payment
14. Ledger is posted
15. Final disposition of the original order card

[32] Routine (E simplified) for Books ordered coming in. Two steps in the fuller Routine E above may be omitted entirely in a small library. These are steps 8 and 10: Important additions are noted, and Each item received is checked on copy of order. Since the routine is the same except for these two, a summary of essential steps is not reprinted here.

In libraries with few orders it is possible to combine steps 2, 3, 4, and 6 into one process and one handling of the books, by slipping each order card into its book, and, working from the invoice, by transferring cost to card and the process mark into the book all at one time.

A record of bills is also not absolutely essential in a small library which orders only occasionally, so that step 12: Bill is entered on record of "Bills approved for payment" may be eliminated as well as the alternative second half of step 1: Invoice is received, and entered in bill-book if desired. A memorandum of the amounts spent should be kept in some form, perhaps on a classified sheet which can be secured from library supply houses.

E. 1. Invoice is received, and entered in bill-book if desired. The invoice for books ordered is received from the agent, usually by mail. On deliveries from a local dealer the invoice may accompany the books. On deliveries from a distance the invoice is usually received before the books arrive.

Some libraries keep a list of all invoices and bills received. As they come, they are entered in a bill-book in order to check all charges from every source. It is a great convenience to have such a chronological list by which to check the monthly or quarterly statements of a dealer, and to keep track of current invoices, especially such as must be handled outside the order department, as bills for binding and perhaps periodicals and supplies.[33] The entry is made at this time by such libraries as part of this step 1 in Routine E. The date of entry is stamped or written on the upper left corner of the invoice so that the entry in the bill-book may be relocated readily.

The invoice is then held until the books are received and unpacked. For convenience the invoices may be arranged alphabetically by agents in a file labeled "1. Bills awaiting books." At the time of receipt, or of entry in the bill-book, now or under Routine E step 12, or of certification, Routine E step 5, the footing of the bill should be verified.

E. 2. Books are unpacked and checked with invoice. The first step in handling a shipment is to make sure that all the items on the invoice are received. The items therefore should be arranged on the shelves, a table, or a book truck in the order of listing on the invoice. A check should be placed before each item on the invoice as it is accounted for. If several copies of one title are billed, a checkmark for every copy should be made. Some large shipments of over a hundred titles may first be arranged somewhat alphabetically for ease in finding when a title presents itself for checking. Most dealers follow the form of the order, believing rightly that

[33] This record is developed in more detail in Chap. 10 under Bookkeeping, p. 219.

this arrangement is most satisfactory. Shorts supplied from previous orders should be grouped on the invoice according to the dates or numbers of those orders. Small shipments offer no difficulties in checking, but the uniform procedure of arranging them in the order of the items on the invoice is recommended.

The "O. K." and initials of the assistant who has checked the shipment should be placed at the foot of the column of checks. If any shorts or wrong volumes are discovered, a brief statement in pencil should be written there and signed. Claims should be made at once.

E. 3. Order card is drawn from file of "Books ordered," working from invoice. For every item on the invoice an order card must be found. Care must be exercised to insure that the right order card is drawn out. Items sent in continuation of series should have continuation or periodical cards. Occasionally a back order is filled by an agent for which no current order card can be located. In such cases a new order card must be made, searched, and filled in with the old data if possible.

E. 4. Information is transferred from invoice to card. The information to be transferred from the invoice is: date of bill and net cost of each item.

The date of bill is the essential date to be recorded for items received. The actual "date of receipt" is of value only as a process mark, useful in checking up on delays in forwarding or if a volume goes astray. It may be added to the order card if it seems desirable. For American items the date of receipt is usually only a day or so later than the date of bill, and hence can usually be disregarded. For foreign items it may be of occasional value in filling out a customs' receipt form. But these uses do not seem of sufficient importance to warrant the extra work of always recording it on the order card. The date of bill, however, is ever the one used in correspondence and in reference to the item either in the dealer's or in the library's records.

The net cost must be figured if the invoice does not show it. This occurs most frequently when a discount is allowed on the entire bill. Postage, express, and freight costs are usually not distributed among the items, even if they appear on the bill. Strictly, such allocation is correct, but it is simpler to charge the whole transportation cost to that single account than to add a few cents to every item. Hence, few libraries take the time to analyze and distribute. Most agents figure the net cost for each item and enter it in the cost column of the invoice. It should be entered in pencil opposite each item if the library figures it. Fractional cents are figured as whole, going up or down as the fraction is more or less than one-half.

These two items of information—the date of bill and cost —must always be entered on the card which records the entry of a book on the library records, whether it be order card, continuation or periodical card, or binding card. A place is provided on all these cards for such entry. The cost is written; the date may be stamped.

Before the transfer of items from invoice to card is complete, it is important in this routine that the invoice trace each item back to its order, so that the entry on the library's copy may be checked off. This obligates the order assistant to make sure that the correct details appear, either placed there rightly by the agent or added now when the card with the necessary data is in hand. These details are: fund, order number (or date of order), correct entry of author and title, and the net cost. Some libraries believe it unnecessary to check off these items on the copy of the order; in that case these tracings may be omitted.[34]

As each item of net cost is entered on the order card, the amount on the invoice should be checked *after* the figures, as a process mark.[35] A single item in one volume presents no

[34] See discussion of this later on under Routine E, step 10, p. 89-90.

[35] A check after the figure can scarcely be mistaken. A check before has sometimes confused the amount to be paid.

difficulties in transferring. A work in two or more volumes should be considered a unit. The total amount for all should be written under "cost," followed by a statement of the number of volumes: e.g., 5.40 3v.; or 2.78 v.5-6. If the data are too long or involved, it is better to write "over" in the space for "cost" and to spread the record in exact detail on the back of the card, turning the card toward the assistant as usual. If the order card is used for a series of volumes or a continuation, the entry on the back is practically a necessity. In this case "continuation" is written or stamped under "cost." A uniform style of entry on the back is a convenience. A good style specifies: volume and year, date of bill, source, cost. The accession number may then be inserted after the cost when the volume is counted: e.g., v. 17 (1927) 21N27 Agent 5.98 301706.

E. 5. Bill is certified. When all the items on an invoice have been transferred to the order cards and checked, the certificate of the assistant (i.e., "O.K." with initials) should be placed at the foot of the column of figures on the invoice below the total price to show completion of the transfer. The invoice, which has now become a bill, may then be placed in File 2: Bills certified. Any claims for volumes or charges should be made at once. If it seems probable that the matter can be adjusted without undue delay, the bill may be placed in File 4: Bills held for correction.[36]

E. 6. Entry of purchase is made in book. A process mark[37] in the book should show that the purchase is correct. To tell the story of the purchase, most libraries enter the fund, date of bill, source, and cost, as the process mark. Other data are also added when applicable, as volumes when more than one, a continuation, an added copy (a.c.) or a new edition (n.e.). If there is more than one volume, the

[36] For the correction of bills see the discussion in Chap. 10, under Bookkeeping, p. 217.

[37] A process mark is an indication in a routine that each step has been completed.

notation is placed in the first only. Copies, however, since they are likely to be separated to agencies, should each have the data. These data are taken from the order card and are written or printed neatly on the first recto after the title-page, parallel with the inner type margin and next to it, or about an inch from the fold, and an inch from the bottom of the leaf, so that the legend reads from the bottom toward the top. These marks should be as brief as may be consistent with intelligibility. The agent's name may be a letter or two only, or a number.[38] The cost is always in cents with no signs. Some librarians object to any entry of cost in the book in this way, as giving a clue to evilly intentioned readers who may desire to steal the more expensive and valuable books. If this objection is seriously felt, a code or cipher mark may be used for the figures[39] or the cost may be omitted entirely. An entry in a book might run like this: Law 21N27 St. 931 v. 2 n.e.[40] Instead of entering these data as recommended above, some libraries inscribe them on the back of the title-page itself[41] or on the last page of the text. In some libraries a form is stamped with entries to show that various processes have been completed.

During the process of entering the purchase data in the book, verification should be made that the book is the correct item. This means to compare the bibliographic data in the

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[38] An index of these abbreviations should be kept in the staff manual, which is defined and described in Chap. 1, under Organization, p. 7.

[39] A suggestion for such a code is any ten-lettered word with no repeated letters, as *Perth Amboy*. In this case the amounts of $4.26 and $163.40 would be expressed as "tea" and "party." To avoid repeetition an alternate letter is required as a "repeater" which may be x or z. Other words frequently used as cipher marks are "blackhorse," "cashprofit," "hardmoneys," and "importance."

[40] This legend would mean: Bought on the fund of Law, billed on 21 November, 1927, by the library's agent G. E. Stechert & Co., at a cost of $9.31 for volume 2 in a new edition.

[41] This has the same objections as are pointed out for placing the accession number there, in Chap. 8, under Enumeration of accessions, p. 166.

book with that which is on the card, especially as to the edition, date, and publisher. Exact collation of the book may also occur at this point, though it may be postponed until later.[42] The entries on the card should also be corrected or completed if they are found to be in error. Such editing is especially necessary if the order card is later to be used as a shelf-list card.

E. 7. Destination and other slips are placed in book. The permanent location or temporary use of each book, if signified on the order card, may be conveniently indicated by inserting a destination slip in the book. It may even be possible to write or stamp the final destination in the book at this point. Other slips may also be inserted at this time.

The destination slip is usually a narrow strip of paper about an inch wide and six or eight inches long. The extra length is to prevent it from slipping down into the volume and out of sight. The slip may also be fastened to an end page by a paper clip or paste if there is much danger of its being lost. Some libraries provide a gummed slip. A color scheme for these slips is a simple matter to arrange and is a real convenience. A white slip may indicate a book for the main library stack, a green one, a book for branches, a blue one for departments, and so on. Red should be reserved for rush books. The name of the specific destination may be stamped or written on the slip which stays in the book until it is delivered at its desired location. Other notes may also be added, as, the name of the person who recommended the book. It is also helpful to the cataloger if added copies, new editions, and continuations are indicated on this slip.

A rush slip for in-haste books should always be inserted. These slips are nearly always red in color.

The bookplate may also be laid in the book at this point, if the order department attends to that detail, and any other parts of marking and charging systems which the routine in chapter nine may call for.

[42] This is spoken of in more detail in Chap. 9, under Collating, p. 185-86.

A formula slip for the Library of Congress cards may also be inserted by the order department at this point.[43] With the order card in hand and a schedule of formulas as required for special treatment different from the ordinary, this slip for such special formulas is readily added, whereas it may mean extra searching later on to decide in each case just how many cards to order. This process may be followed when carbon copies of the order sheet are not used.

E. 8. Important additions are noted. While both the order card and the invoice are in hand, an opportunity is afforded to make an accurate memorandum of any expensive, valuable, or noteworthy purchases, as, for example, any item costing over ten dollars. This is best set down on a slip of standard size. At the end of the month or of an agreed period the list may be submitted as part of the report on acquisition.[44] The entry may be very brief, giving only author, title, volumes, and cost; but any other important or interesting data on the order card may well be included.

E. 9. Book is forwarded to accession desk. After the process mark in step 6 and these slips in step 7 have been placed in the book and any important additions have been noted in step 8, the item is ready to go on to be counted. It then leaves the order routine and enters the accession routine which continues it, as outlined in chapter eight.[45]

If the accession routine requires the use of the invoice, a duplicate copy accompanies the shipment of books to the accession desk. Invoices in duplicate may be provided for when the order is placed.[46]

The order cards for each shipment accompany the books to the accession desk, preferably in an alphabetical batch. A

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[43] These formulas or symbols are explained in the Handbook of card distribution of the card division of the Library of Congress. 6th ed. Government Printing Office, 1925.

[44] See Chap. 11, under Reports, p. 244.

[45] See Routines N, P, or other methods.

[46] See Chap. 2, under Agreements with agents, p. 29.

card left in a book is so easily lost that it is safer to keep the cards out and forward them as recommended above. If all the books are not counted the same day as forwarded, the order cards for those carried over should be alphabeted in the "To be accessioned" file, unless the library's methods do not require this file for searching.

E. 10. Each item received is checked on copy of order. A library should keep a copy of the order[47] and, in order to know when an order is completed, each item should be checked off to show it has been received. Yet the practice is not universal; some libraries believe it is not essential and omit this step. Others complete their records in this way to prepare for an annual check-up of orders still outstanding. Shorts on orders should be checked up and claimed at least once a month for domestic items.

This routine recommends that this step be performed here, working from the invoice. As recommended above,[48] the necessary information for tracing the item back to the original order should be noted on the bill, so that the entry can be readily found under fund, or order number, or date, or agent. When each item is located on the copy of the order, before it should be written or stamped the date of the bill. The estimate or limit of cost should then be crossed off, and just after it, but as if in a column to be added, should be written the net cost as figured. Then after this entry should be written or stamped the date on which this process was performed. The story of the order on the copy is thus complete from the time it was placed until the bill was ready for payment. In some libraries, dating may be sufficient if the estimate of orders outstanding is figured another way.

For items supplied without an order in the file, as in continuation or by transfer, a sheet at the front or back receives

[47] See Routine D step 11, p. 77, and step 14, p. 80.
[48] Under Routine E step 4.

the data from the bill. The entry runs across the sheet thus:

A	B	C	D and E	F	G
1½"	1"	1"	3½"	½"	1"

(A) Date of bill; (B) standing or assigned order number; (C) source; (D) author; (E) title and volume; (F) cost; (G) date entered.

When all the items on the invoice have been checked on the copy of the order, the bill should be initialed as posted (the top of the column is a convenient place) and placed in File 3: Bills ready for payment.[49]

A method for small libraries is simply to check each item on the copy. Partial shipments may be indicated by colored pencils. When the order is completed and bills are paid the copy need not be kept.

Another method is to check the copy of the order from the cards rather than from the invoice. The advantage of this is that the cards may be arranged in the order of the copy, and thus the turning of leaves is lessened. The disadvantage is that it delays the forwarding of the books until this process is finished. By the rule laid down of "delivering the books as soon as possible to the catalogers," this disadvantage outweighs the merit.

E. 11. Bill is approved for payment. Periodically bills are taken from File 3: Bills ready for payment,[49] and are put through the final stages of approval. This may be done daily, weekly, or at other frequent intervals. An effort should be made to clear up all bills possible before the end of the month, and sufficiently ahead of time so that none will be carried over by the treasurer.

Each bill is approved for payment by the librarian. The name of the fund or funds is written or stamped in the

[49] For details regarding these files, see Chap. 10, under Bookkeeping, p. 217.

lower left corner and beneath comes the signature testifying to the receipt of the items and the correctness of the bill. In large libraries the chief of the order department signs first and beneath comes the signature of the librarian. In some libraries an authorized representative may sign for the librarian, placing his initials below, or inscribing his name, introduced by the word "by" representing as it were his power of attorney. As part of the formality of approval in public libraries a list of the bills may be drawn up for the inspection and approval of the finance committee. If the signature of the chairman is necessary, a form may readily provide for this detail.[50] A rubber stamp is commonly used in order to provide a form to certify that the items were received, the totals are correct, and the bill is approved for payment on a designated fund. Sometimes a voucher must be attached to the bill and an oath sworn to before a notary that all is correct. This is common in state institutions.

E. 12. Bill is entered on record of "Bills approved for payment." After the bill has been duly signed and thus approved, each one is entered in a record of "Bills approved for payment."[51] Libraries which enter a bill on receipt, as mentioned above under Routine E step 1, do not make this second entry. In these bill-books the charges are entered by totals according to funds as marked, so that the bill is analyzed as minutely as desired. From these entries the ledger is posted.[52] Some small libraries may omit these records of infrequent bills and transfer the charges direct to ledger accounts or classified sheets.

E. 13. Bill is forwarded for payment. After the bill has been entered, the date of forwarding is stamped in the bill-book and in the upper right corner of the bill. It is then for-

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[50] Dana, J. C. Library primer. Library Bureau, 1920, p. 222-23.

[51] For forms of these records see Chap. 10, under Bookkeeping, p. 219.

[52] See Routine E step 14.

warded to the proper office for payment. Bills should be forwarded and paid promptly.[53] If the bill has been entered in the bill-book on receipt, as in Routine E step 1, its original entry is found by the date in the upper left corner. The date of forwarding is stamped in the bill-book in the last column and on the bill in the upper right corner. The records of the library are thus clear as to the receipt and forwarding of each bill.[54] By means of the various dates on the bill, the library can trace its own records and advise accurately as to the handling in process. If the library desires to keep a copy of the bill and file it by year and dealer, this is a convenient point at which to retain it. An invoiced bill with all the process marks is shown on the form herewith.

E. 14. Ledger is posted. A ledger account of some sort should be kept for every fund concerning which information is desired.[55] Even the smallest library should know the condition of its book fund. It can keep track without a formal ledger by means of classified sheets procurable from library supply houses. Each amount is conveniently posted from the record of bills approved for payment, Routine E step 12, or from the bill-book, Routine E step 1. This posting should be done shortly after the bill has been forwarded for payment in order to check on the payments with the disbursing office. Ledger accounts are best kept on cards or in loose-leaf binders, one card or sheet for each account.

A simple method of keeping track of accounts in college libraries and others of similar size, is to use the face of the vertical file folder which under each fund holds the duplicate copies of the orders, as suggested in Routine D step 14. By using an adding machine to secure the totals of the "net

[53] See discussion of the period of credit in Chap. 2, under Agreements with agents, p. 30.

[54] For forms of these records, see Chap. 10, under Bookkeeping, p. 219-20.

[55] For forms of these records, see Chap. 10, under Bookkeeping, p. 221-22.

25 Jl'29

14 Ag'29

American Library Association

86 E. Randolph Street - - Chicago, Ill.

SOLD TO

BLANKVILLE PUBLIC LIBRARY

BLANKVILLE ILL

SHIPPED TO

DATE 7 24 29 INVOICE NO. A30287

YOUR ORDER			
	✓ 1 EA	VOLS 1-4 A SURVEY OF LIBRARIES IN THE U.S.	8.00 ✓
7 25 29	✓ 1	CIRCULATION WORK IN PUBLIC LIBRARIES - FLEXNER	2.50 ✓
# 256	✓ 2	GUIDE TO REFERENCE BOOKS REG. EDITION 4.00 EA	8.00 ✓
	✓ 1 EA	READING WITH A PURPOSE COURSES CLOTH EDITION	
		# 49 ✓ 5 ✓ 16 ✓ 51 & 46 ✓ .50 EA	2.50 ✓
			21.00 OK

mcc

READING WITH A PURPOSE COURSES # 5 16 51 & 46 HAVE BEEN ISSUED SINCE # 49. WE HAVE ENTERED YOUR SUBSCRIPTION AND WILL SEND AND BILL THE FUTURE NUMBERS AS ISSUED.

M.E.C.

Approved for payment
Library Fund - Reference
L.W. Bookman

FORM 7: INVOICE, SHOWING ALL PROCESS MARKS
This bill resulted from the order shown on Form 5, p. 75

cost" of each item, after it has been checked and entered as under Routine E step 10, the amount spent on each fund is readily secured. This is feasible only when the information is infrequently wanted.

Another method of analyzing the funds is mentioned under Accession methods, where the costs are spread across the page into separate columns for each agency.[56]

E. 15. Final disposition of the original order card. As recommended elsewhere,[57] the order card may be used for a permanent record in the shelf-list. An order card, however, which is not used as a shelf-list card or an accession record, after being used as a process card in cataloging or for publicity purposes, may be returned to the order department. Here it may be placed in the Decision file, in a list of recent accessions, or in the "dead file" for a few years until it is ultimately thrown away. Some libraries use it as a notification card, stamping upon it "This book has come" and returning it to the one who originally recommended it.

This concludes the Routine (E) for Books ordered coming in, since the order card, and the book and bill which emanated as a result of the Routine (D) for Book orders going out, have each been disposed of. These routines D and E are basic for further routines for other purchased items.

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(in addition to those cited in text and footnotes)

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[56] See Chap. 8 under Accession methods, p. 170-71.

[57] In Chap. 8 under Accession methods, Routine P, p. 177-80.

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Questions and Projects

1. Follow through Routine D as far as possible.
   Make out order cards for 15 or 20 titles of current books
   Fill in all the bibliographical data called for on the card, especially author, title, publisher and price
   Check correct current price with the trade bibliographies, such as *Publishers' trade list annual*

Sign your own name as recommending for purchase (other details may be omitted, as destination, source of review, etc.)

Mark the card as each step is theoretically performed

In class instruction, the rubber stamp of the instructor may be used for step 6, Approval of order.

2. Follow through Routine E as far as possible with sample bills for American and foreign items, and using the order cards already made.
3. What steps in Routine D can be omitted in a small library? In Routine E?
4. What extra steps might a large library add to Routine D? To Routine E?
5. In order work, which is more essential, speed or accuracy? Why?
6. Select three uses for the duplicate of the order card which you could use advantageously in a library with which you are familiar. Specify the library and state how and why you would use the duplicates.
7. Do you agree with the suggested order of importance for bibliographic data in book ordering? If not, what would you suggest, and why?
8. Study the national trade bibliographies in order to become familiar with their use in verifying trade items. Fill in missing data on order cards as problems for this purpose.
9. Write an order to an American dealer and to a New York importer, from order cards made out for current American and foreign books.
10. Which is the most efficient arrangement of the titles in an order for a library with which you are familiar? Why?
11. Which form of order letter do you prefer; the column arrangement or the other? Why?
12. How many copies of an order sheet can be used advantageously in a library with which you are familiar? What are they used for?
13. List all the arguments you can think of for placing a date on every transaction, step, or process.

CHAPTER V

Acquisition by Purchase: Serials and Binding

ROUTINES FOR PURCHASED SERIALS

- Definitions
- Continuations
- New continuation orders going out
- Routine (F) for Established continuations coming in
- New continuations ordered coming in
- Periodicals
- Routine (G) for New periodical orders going out
- Renewal of periodical subscriptions
- Routine (H) for Periodical is checked in
- Routine (J) for Periodical bill is put through
- Periodicals become volumes

ROUTINES FOR BINDING

- Routine (K) for Binding sent
- Routine (L) for Binding returned.

In the previous chapter routines were outlined to cover the purchase of books and pamphlets. On the basis of those Routines (D and E) for Book orders going out and Books ordered coming in, further routines are developed in this chapter to cover the purchase of periodicals, continuations, and the binding of books.

ROUTINES FOR PURCHASED SERIALS

Definitions. "A *serial* is a publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely."—*A.L.A. catalog rules.* Serials, therefore, include periodicals, newspapers, annuals (reports, yearbooks, etc.), the transactions, proceedings, and memoirs of societies and institutions, and the sequents of

irregular publications. For convenience in ordering and checking, serials are usually divided into two groups: periodicals and continuations.

Periodicals are magazines issued at regular intervals of less than a year. They may be thought of as embryonic books issued in parts, which, when assembled and bound together, make up a volume. Regularity and frequency are the essential characteristics. The *periodical list* then includes all magazines issued oftener than once a year, from daily newspapers through the weeklies, fortnightlies, monthlies, and quarterlies, to some semiannuals and even irregulars if they appear in recognized magazine form.

Continuations include all other serials. They may be regular, as annuals; more often they are infrequent or irregular. Contrasted to periodicals, continuations may be thought of as books issued in parts or series, each of which makes up a volume in itself. The *continuation list* includes all annual and biennial publications, all irregular publications not issued oftener than once a year, and all sequents issued in continuation of parts or volumes; the list thus embraces series, works issued in parts, and incomplete runs of periodicals.

There are exceptions to the above definitions. Some serials are hard to classify; but most are easily divided, and reference cards can be used when necessary. The list of serials is thus divided into two parts separately maintained.

Continuations. To avoid ordering duplicates, some large libraries include in the file of outstanding orders a continuation card for each standing order. Smaller libraries may not need this record among the orders out, because the purchased continuations are so few that they may be kept in mind. In this case the card in the continuation list becomes both the order and the record continuation card. In these routines it is assumed that both a continuation order card and a continuation record card are used, one in the file of books ordered, the other in the continuation list.

The form of the continuation list varies. It may be either on cards or on sheets. Standard sized cards may be used, or much larger ones, as 4″ x 6″, 5″ x 8″, or 8″ x 10″ (in centimeter sizes, 10 x 15, 12.5 x 20, 20 x 25). The small cards fill up faster, the large cards occupy more filing space. Cards may be filed in ordinary trays, or in a visible index. The sheets should be loose leaf for ease in arrangement.

The arrangement of the continuation list also varies. A common way is to divide it into active and inactive entries, with alphabetic arrangement under each. Sometimes it is divided for easy reference into purchased and gift items. For further convenience certain groups may be kept together, as law reports, geological survey reports, and others. The advantage of this becomes evident when a follow-up of all missing items in a group is called for.

New continuation orders going out. These are treated in the same way as books and follow the Routine (D) for Book orders going out,[1] exactly, with one important exception. In step 1, in making out the card the words "continue as issued till forbid" should be inserted. This should then be typed as part of the order under step 9 and a standing order is established.

Routine (F) for Established continuations coming in.

SUMMARY OF STEPS IN ROUTINE F

1. Invoice is received, and entered in bill-book if desired
2. Items are unpacked and checked with invoice
3. Continuation card is drawn from its file, either the continuation order card from Books ordered, or the record card from the continuation list, working from invoice
4. Information is transferred from invoice to continuation card (see below)
5. Bill is certified
6. Entry of purchase is made in the continuation (see below)

[1] See Routine D in Chap. 4, p. 56.

7. Destination and other slips are placed in continuation
8. Important additions are noted
9. Continuation is forwarded to accession desk (see below)
10. Continuation is entered on a sheet in the fund folder (see below)
11. Bill is approved for payment
12. Bill is entered on record of "Bills approved for payment"
13. Bill is forwarded for payment
14. Ledger is posted
15. Final disposition of continuation card (see below)

Routine F above is a close adaptation for continuations of the Routine (E) for Books ordered coming in.[2] Small libraries will scarcely need to use Routine F separately, but it is given here to clarify the practice for the larger libraries and students. Only the steps which differ from the procedure in Routine E are discussed below.

F. 4. Information is transferred from invoice to continuation card. The transfer from invoice to card of the date and cost is the same as in Routine E step 4, but the entry comprises a line on the back of the order card. The full data include: volume and year; date of bill; source; cost; e.g., v. 26 (1919) 3S'22 McClurg 5.00. Since the aim is to identify the item exactly in checking back on volumes received, author and brief title should be given if no volumes or year appear. If the preceding volume has failed to come, a claim should be made for it with the agent.

On the invoice before the item should appear the abbreviation "cont." showing that it is sent in continuation on a standing order and that no order will be found on the library's copy of current orders. In case the item is to be paid for on a special fund, this should also appear on the invoice.

F. 6. Entry of purchase is made in the continuation. This process is the same as Routine E step 6, except that the abbreviation "cont." is written after the cost. This is to inform the catalog department that the item is in continuation of a previous order and therefore needs only to be added to

[2] See Routine E in Chap. 4, p. 81.

the existing catalog records. Thus it is similar to those volumes under Routine E step 6, which contain "a.c." or "n.e."

F. 9. Continuation is forwarded to accession desk. A continuation may follow a course different from that of an ordinary purchased book on its way to be counted, for, if a separate continuation order card is used, the continuation is diverted to the continuation desk for entry in the continuation list. The data are copied off in the same form as they are entered on the continuation order card. It is then sent on to the continuation shelves to be counted or accessioned.

F. 10. Continuation is entered on a sheet in the fund folder. This process is also mentioned in Routine E step 10. Each item on the bill must be accounted for, the continuations as well as the current orders. Some libraries keep a list of continuations by fund in the folder with the copy of the order sheet. In this case it is an easy matter to check off the continuations as they are received from time to time through the year. If the list is not already in the folder, the item should be transferred from the bill in the following form: date of bill; standing or assigned order number; source; author; title and volume; cost; date entered.

F. 15. Final disposition of continuation card. The continuation order card remains active as long as the standing order lasts. As soon, therefore, as the routine is completed, the card is refiled in "Books ordered" awaiting the next number. Whenever a standing order is discontinued or a continuation is completed, the card is conspicuously marked and retired to the Decision or "dead" file. All records should also be marked off in the folder and in the Continuation file.

New continuations ordered coming in. These follow Routine F so closely that no other routine need be given. Slight variations occur in steps 4, 6, 9, and 10, which may be mentioned.

Under F step 4, since this is the first number of the continuation to be received, the order card must be converted into a continuation order card. This is done by writing or stamping "continuation" on the face where the customary entries of date of bill and cost are entered. These entries are

then made on the back of the card, turning it forward and not end to end. The bill, however, is not marked "cont." as there is a definite order for this item on the current order copy. The item is therefore treated as filling a new book order, for it is not yet a continuation; the first sequent will be.

Likewise under F step 6, this first number of a continuation starts the series and it should be marked and counted as a new book. Only when some of the set is already in the library may it properly be marked "cont." This fact, of course, should be shown on the order card as a result of searching the original order, under the Routine (D) for Book orders going out, step 3.

Under F step 9, a new continuation requires that a new record be started in the continuation list. The item is therefore recorded on a continuation card there before it goes on to the accession desk.

Under F step 10, the new continuation is checked off the copy of the order, as under Routine E step 10. If a list of continuations is kept in the folder, this new continuation should be added, in order that it may be in position when the first sequent arrives.

Periodicals. Periodicals differ from continuations and books not only in their frequency and regularity of publication but also in the fact that their subscriptions are usually paid for in advance instead of upon the receipt of the copies. These considerations require different treatment in ordering and in receiving.

Routine (G) for New periodical orders going out.

SUMMARY OF STEPS IN ROUTINE G

1. Periodical order card is made out (see below)
2. Fund is indicated
3. Title is searched for "not in library" and "not now ordered"
4. Trade items are verified
5. Estimate of cost is reckoned
6. Approval of the order is secured from the proper official

7. Agent is selected[3]
8. Cards are re-arranged for ordering
9. New periodical order is written (see below)
10. Periodical order card is dated and numbered
11. Periodical order card is duplicated if desired
12. Periodical order card is filed
13. Periodical order letter is forwarded
14. Duplicate copies of the order are filed and distributed

Orders for new periodicals follow Routine (D) for Book orders going out,[4] except in two particulars. These occur under D step 1, and D step 9. A different form of order card is used and the wording of the written order is adapted to the entry of a subscription. Otherwise Routine D is followed step by step.

G. 1. Periodical order card is made out. Forms of periodical order cards are of two kinds: separate, and combined with the checking card. The latter may be procured from the library supply houses and are satisfactory for libraries with a reasonably short list of periodicals. When, however, the number of periodicals mounts into the hundreds, an order card separate from the checking card becomes increasingly convenient and the large library originates a form suited to its needs, such as the one shown on the following page.

Nearly all these order forms are adapted to record the subscriptions over a period of years. They therefore allow a yearly entry to a line across the card, and arrange the order and bill data in columns somewhat as shown on the accompanying form. A standard sized card is most convenient, since it fits into all ordinary trays and records. Some libraries prefer a 10 x 15 cm card (4″ x 6″ approximately) for both ordering and checking because of the larger area for all records.

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[3] Choosing an agent for periodical subscriptions is discussed under Selection of agents in Chap. 2, p. 21-23.

[4] See Routine D in Chap. 4, p. 56.

The expiration date is the important item in regard to any subscription. It should, therefore, be carefully recorded and checked with the mailing label. A uniform expiration date should be adopted by each library for American subscriptions. If possible, December 31st should be avoided; almost any time is preferable to December or January. Better

Booklist

Periodical fund

Expires	Vol.	Ordered	Source	Billed	Cost	Remarks
Jl 1926	22	3 0 1925	Agent's	10 0'25	2.00	
Jl 1927	23	t.f.	name	15 Mr 26	2.00	
Jl 1928	24	"	"	10 Mr 27	2.00	
Jl 1929	25	"	"	20 Mr 28	2.00	

FORM 8: PERIODICAL ORDER CARD, STANDARD SIZE

service will be given by both agent and publisher if the subscription order can be handled in a slack season rather than at the very busiest time of the year. The agent may well be consulted about a good date between March 1st and October 31st.

On the order card the entry should follow the *A.L.A. catalog rules*. Titles are therefore entered under the first word not an article. The bulletin of a society is entered under the name of the society, unless it has a very distinctive title. Examples are, for the former: American Library Association, Bulletin; of the latter: Aera (American Electric Railway Association).

The "Remarks" column is convenient for such data as the list price and the order number. The back of the card is blank for the entry of bibliographic data, portions of a set already in the library, and notations and abstracts of correspondence. When a periodical is ordered on a special fund or allotment, a place for its mention should also be provided on the card, as shown on Form 8. Cards may also be of different colors to indicate regular, special, fund, gift, exchange, or other kinds of subscriptions. The use of distinguishing colors in records is especially effective, but a letter or other mark may be placed upon the white periodical order card.

G. 9. New periodical order is written. As distinguished from the form in Routine D step 9, the order should start somewhat in this form:

> "Please enter the following subscription to begin with (date) and to expire (date). Copies should be addressed: (exact form)."

Variations of this form should be used as needed, such as to mention "on our fund of (name)," or to instruct to "add to our list of subscriptions to be renewed till forbid." Billing and mailing instructions may also be added, as, for example, the address for copies mailed direct to a branch or department.

A memorandum of a new periodical subscription should be added to the file of periodical checking cards. This is perhaps best done by making a duplicate or memorandum slip of the same size as the checking card under G step 11, since the information is not yet sufficiently complete nor accurate to make out a regular checking card. Hence a slip is used to detail the facts. This slip is filed in such a way that the new periodical is identified as an order when the first number is received. Another method is to use an additional carbon copy of the order sheet as the memorandum.

Renewal of periodical subscriptions. *Subscriptions till forbid* are now a common feature of the service rendered by

agents for both American and foreign periodicals. This obviates the necessity of typing out annually the long list of titles as the periodical renewal order. The *routine* is simple. About two months before the subscriptions expire, the library is notified by the agent that the renewals are due, and is asked to advise of any changes in the list. In reply the library should confirm the list in general and specify any omissions or additions desired, any transfers in billing to be made, any changes in address, or any other item of which note has been made during the year, either in the periodical folder or on a card in the periodical list. If a list of the items to be renewed is desired for quick reference in the library, an extra duplicate of the invoice should be asked for at this time. Another practice is to advise the agent in the course of the year of these desired changes, as they come to light, keeping a copy of the letters, and recapitulating the items at this time as a grand summary. When the agent has received the confirmation of the library he makes out a bill for the renewal of all the items ordered through him. When received by the library it enters the Routine (J) for Periodical bill is put through, below.

As mentioned before, it is desirable to have all the subscriptions expire at a uniform time. Even if a date in spring, summer, or fall is selected, a few subscriptions will have to run by the calendar year and expire in December. A considerable number also cannot be billed at uniform times, but are charged as issued or when a new volume starts. These are handled in much the same way as the other standing orders, but come along separately.

Subscriptions direct form a small remainder which must receive separate treatment. These occur through necessity or because of a great discount, or for some other reason. The periodical order cards for these items must be sorted out and taken care of at the proper season. Attention may be called to them through the receipt of a renewal notice, or by a signal

or indicator on the card, or by sorting over the cards that remain in the file when the others have been removed at the renewal season. Some sort of a follow-up system should bring to light these non-conformists. Their number should be kept as low as possible. They will doubtless be handled as yearly re-orders as mentioned below.

Yearly re-orders are necessary if no arrangement with agents has been made to handle renewals as standing orders till forbid. The process in this case is to sort over the cards in the periodical list, disposing them into groups according to the probable renewal agent. The usual groups are: American periodicals, foreign periodicals, and periodicals ordered direct. The foreign ones may also be subdivided by country.

Bids on the periodical subscriptions are asked by some libraries every year. The benefit of this practice is extremely doubtful for the average library. Usually the difference is slight; hardly ever sufficient to warrant the expense. Service is of greater value than a few dollars saved. So it is expedient to retain an agent unless his prices seem to increase or his service to deteriorate. A change by obtaining bids and comparing prices may then be considered. Some large libraries believe it is advisable to do it at fairly regular intervals, even yearly, in order to secure the very lowest rate, preclude an overcharge, and prevent the agent from thinking he has any license in rates or service. Bids are secured by typing a list with several duplicate copies and asking a selected list of agents to quote for the coming twelve months, specifying the period, as, e.g., "one year from October 1st" or "from October 1st to September 30th." The bids are then compared on a competitive basis and the one preferred is selected.

The periodical order cards are arranged for ordering after the agent has been decided upon. This follows the same procedure as given under Routine G step 8, which is the same as Routine D step 8.

The order is written, following the process given in Rou-

tine G step 9, except as to the wording of the order. The order form should start somewhat in this fashion:

> "Please renew the following subscriptions for one year from (date) so that all will expire on (date). Copies should be addressed: (exact form)."

The order cards may be grouped by funds if necessary. Billing and mailing instructions may also be added.

The remainder of the process is the same as Routine G steps 10-14. But since the bill will probably come in a short time, the order cards need not be refiled at once, but may be held until the bill arrives and the items can be transferred. This is one of the conveniences in having a periodical order card separate from the checking card.

Routine (H) for Periodical is checked in.

SUMMARY OF STEPS IN ROUTINE H

1. Periodical is received and unwrapped
2. Periodicals are arranged for checking
3. Periodical is entered on checking card
4. Periodical is marked
5. Periodical is prepared for use
6. Follow-up methods

The routine for current periodicals coming in is in two parts: the handling of each issue as received; and the handling of the bill for the subscription. Both processes are different from the Routine (E) for Books ordered coming in, since the periodical comes in parts which later make up a book, and since the bill is received and paid in advance and hence cannot be checked in the same way. Therefore two new routines are set up for these two processes: H, for checking each number; J, for recording the subscription.[5]

[5] No Routines I or O are given, since the letters might be confused with numerals.

H. 1. Periodical is received and unwrapped. The second-class mail should be brought to one table or desk for opening. In removing the wrapper the name and address on the mailing label should be carefully observed to make sure that each item is for the library, and that the address is correctly entered. Errors noted should be reported to the agent in order to insure delivery of all copies. It is well to enclose the mailing label correctly marked.

H. 2. Periodicals are arranged for checking. A preliminary sorting of the periodicals in a good-sized mail makes the work of checking speedier. An alphabetic arrangement by titles is not difficult for an errand boy to perform, and it puts the titles in the order of the checking file. Or, if the checking cards are grouped, the periodicals can be sorted to conform to that arrangement. For example, it may be easier to check all the newspapers in one file, all the weeklies in another, and so on.

H. 3. Periodical is entered on checking card. Every issue of a periodical should be accounted for on the checking card.

a. The form of the checking card is generally adapted to the frequency of issue. Commercial forms, procurable from library supply houses, provide two kinds of record cards: (1) those with thirty-one squares for recording dailies, also suitable for checking weeklies and other frequent issues; (2) those with twelve squares for recording monthlies, quarterlies, and other less frequent issues, also commonly used for checking weeklies. Special forms of checking cards are frequently devised by libraries to meet their own conditions. Most visible index files require the title to be entered on the bottom line. Visible indexes are quick to use in checking but the initial cost is rather high, and this may prevent the smaller libraries from installing this system. Cards are the usual form but loose-leaf sheets in a binder may also be used if preferred. Usually the card is of standard size. A larger

size, as 10 x 15 cm (4″ x 6″ approximately), is sometimes preferred because of the larger squares in which more information can be legibly compacted.

b. The data to be supplied on the checking form comprise the following items:

Title of periodical. This should follow the *A.L.A. catalog rules* for author entry. Some argue that the first word on

016.05
Am3 (Name of Magazine) Booklist (Due) 1st

Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P.& I
1928									v.25	1	2	3	
1929	4	5	6	7	8	9	10						

No. Copies 1 Depts. Ref. Indexed in

(over)

Form 9: Periodical Checking Card, Standard Size. Commercial Form, Listed as Periodical Record Card

the cover should also appear first on the checking card, but such a form of entry is unsound. As in the previous example, the *Bulletin of the American Library Association* should be entered under American Library Association.

Place or address of publisher. This information is essential in making claim for shorts or title-pages and indexes.

Frequency of issue. This information is often of value in making claims. Allied to it is a statement of the number of volumes per year. After a few years these items may be deduced from the checking record, but it is helpful to have them at the start.

Number of copies. Several copies received in one wrapper may be easily checked on one card. If they come separately, however, it may prove less confusing to have a card for each one, marked "cop 1," "cop 2" and so forth.

Location of copy. This designation should appear conspicuously on the card, probably near the top. It is comparable to the call number on the catalog card, and hence may well be in the same position at the upper left corner. It is

A.L.A. 520 N. Michigan av. Chicago
(Publisher's name) (Publisher's address)
List price $2.00 Vols. begin Oct. Bind Yes

Ordered of Direct Date 18 S 28 Expires Sep 29 Cost $2.00
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost
Ordered of Date Expires Cost

Short 1st Notice sent 2nd Notice sent 3rd Notice sent

FORM 9A: REVERSE OF PERIODICAL CHECKING CARD SHOWN IN FORM 9

the mark to be placed on each issue. It may be the call number itself, or the destination of the copy, or both. This will depend upon the use of the copy and the method of storing until bound.

Source. This information is sometimes a convenience to have on the checking card, especially when claims are to be made of an agent instead of the publisher. It also distinguishes gifts and exchanges from purchases.

Title-page and index. These appear in so many different ways that the habit of any particular periodical in regard to them may well be recorded. Varieties of issue are: (1) laid in the last number of a volume, or in the first number of the next volume; (2) stitched in a certain issue; (3) mailed

separately; (4) must be applied for. Every good checking card form provides a place for these to be checked in.

Miscellaneous items. In addition to the above data, some other information may be included if it seems desirable. Items of this sort are fund, list price, cost price (or gift). It seems better, however, to enter such data on the periodical order card.

c. The arrangement of the cards in the checking file is usually alphabetic. Any scheme by which the cards may be quickly found is satisfactory. Thus, as already mentioned, the daily newspaper cards may be kept in a separate file. Likewise the cards for departments or branches may be kept separate.

As part of an efficient follow-up system, an arrangement by frequency of publication (weeklies, monthlies, quarterlies, and irregulars) may be the initial grouping, with an alphabetic file under each. The assistant soon learns in which file to look for a given title, and by the preliminary sorting under Routine H step 2 above, no time is lost in searching for the card. Details of this follow-up method are mentioned under Routine H step 6, below.

d. The entry on the checking card should carefully record the year, volume, and number of the issue received, in the column provided. If the issue has no number it should be identified on the card in some way, as by date or name. The date of checking may also be added in the square above the issue number for further identification and tracing. If a claim for a missing number is made, the date of claiming may be written in below. The reverse of the card, if not ruled for checking, may digest correspondence concerning claims.

Monthlies and the less frequently issued periodicals are easily recorded as above. For weeklies, several methods are in vogue. The simplest and most economical method is to use the monthly card, checking (✓) the weekly issues in each

of the four corners of the monthly square, and placing the occasional fifth week in the center. Another method is to use four (or five, when necessary) squares down the column under each month. This enables the date of receipt to be stamped there for each issue. With ten lines on each face, four years may be checked on each standard sized card. A third method uses the daily checking card, but this allows only one year's record on each face of the card, and is not recommended.

Duplicates received unexpectedly should be indicated on the checking card by a dot or a "D" above the number. The copy should be marked "duplicate" and filed alphabetically among the duplicates in case a claim for it is made.

H. 4. Periodical is marked. The library marks on each issue of a periodical are of three kinds: call number or destination; ownership; and date of receipt.

The call number or destination mark is taken from the checking card. It is entered in an available space on the cover, so that each number of the periodical may be filed with the previous issues and assembled for binding. Sometimes locations are entered in sequence, which are scratched off as the periodical passes along. For example, a periodical may go first to the reference librarian for examination, then to the open shelf or the reading room, and finally to a drawer or box for storage. Copies for departments or branches are indicated in the same way. The copy number is usually incorporated as part of the call number. If copies are mailed direct to branches or departments, a memorandum card should record this practice in the checking file. Some libraries write on the cover if title-page and index have been received, as a message for the shelving assistant to gather up the previous volume and bring it from storage to be bound.

The ownership mark is usually stamped on the cover at the top center in an unprinted space. Care should be taken that the stamp be placed neatly without disfiguring the page. Rubber stamps, either self-inking or inked from a stamp pad, are generally used. The design should be neat and compact

and the type legible. The mark of ownership is placed by many libraries not only on the cover but on each plate or insert. It thus anticipates such marking after the volume is bound.

The date of receipt is stamped on the cover near the mark of ownership as a convenience in tracing. Although some libraries consider it essential to stamp the date on letters, pamphlets, books, circulars, and periodicals, others omit it as an unnecessary process. The larger the library, the more need for dates, as the tracing of errors is the more difficult where much mail is received. This date of receipt may be incorporated as part of the ownership mark.

H. 5. Periodical is prepared for use. The steps involved in the mechanical preparation of a periodical for use are: collating; cutting; protecting.

Collating involves an examination of a copy to be sure it is complete, the removal of extraneous matter, such as the title-page and index, and the fastening in of loose plates and similar supplementary material. The examination need not be as careful as the collation of books, since an imperfect number will usually be discovered before it becomes out of print. The title-page and index should be duly checked in and sent to the binding desk for filing. They should not go on to the readers or the shelves. Plates and supplements should be fastened securely to the number by sewing or by pasting with adhesive tape or by other substantial method which will not interfere with future binding of the number. The use of clips for this purpose is not satisfactory. Art plates which are tipped in only at the top or side should be pasted down.

Cutting the leaves is an essential step before a number is issued to the public. The implements and methods to be used are the same as for the cutting of the leaves of books.[6]

Protecting the periodical from the wear and tear of handling is a matter to be provided for at this step in the routine. The amount of protection depends on the quantity and quality of expected use, as judged by attendants in the reading,

[6] These are discussed under Cutting, in Chap. 9, p. 186-87.

reference, and circulation departments from actual experience. The most used periodicals must be covered in some way.[7] Those little used may require no covering. Temporary binders for the reading room are obtainable from the library supply houses. Spring back, rod, clamp, lock, and "bull-dog" binders are all popular. The numbers are easily inserted and removed from month to month or week to week. Patrons, however, do not like these heavy binders, as they make reading difficult. A good light-weight inexpensive binder is a desideratum. Binders for periodicals which circulate are also procurable from the library supply houses. Various methods are in use, from manila and red rope covers to pamphlet and "multibinders." The least expensive method is to reinforce the cover by pasting it to the first and last two or three pages of advertising, which are likewise stuck together. Processes of binding can usually be performed at the periodical desk, or, in larger libraries, in the binding and repair department.

When these three steps have been completed, the periodical is sent forward to its destination and leaves this routine. *Newspapers* may be mounted on files obtainable from the library supply houses. In many libraries they are mounted on a reading table at which the patron stands while reading.

H. 6. Follow-up methods. If it appears likely that a number of a periodical has gone astray, a claim must be made. The *simplest method,* but inconvenient to readers and staff, is to await the discovery of the missing number until the next number arrives or a complaint of non-delivery is made by a reader. An *automatic system* of shifting the checking cards in a box may be effected by arranging the cards by frequency of publication. This method functions best when special trays are provided, about one-third wider than the checking card. At the beginning of the week, month, or other period, all the checking cards are at the right (or

[7] Walter, F. K. Periodicals for the small library. 5th ed. A.L.A., 1928, p. 10-12. Discusses the various kinds of binders and binding in more detail, mentioning some firms which supply this material.

left, as preferred) of the tray. After the checking in of each issue the card is reinserted in the file with a shift to the empty space to the left (or right). At the end of the elapsed time, it is automatically evident which numbers have failed to come. These can then be claimed at once. Any method which brings the shortage to light with certainty may be used to advantage. Indicator clips and colored tabs may be serviceable, but their use does not compare in simplicity and effectiveness with the above automatic method. Visible indexes provide an easy and efficient signal system which may be perceived at a glance.

Claims may be made through the subscription agent, if the business arrangement calls for it, or direct from the publisher. For gifts and exchanges it must be the latter method. It is convenient to have a printed form for claims on postal cards of No. 5 size (3″ x 5″). These fit in the trays, and carbons of the claims, if typewritten, can be kept on standard sized slips and filed with the checking cards. A well worded claim to a publishing house may run as follows:

> "According to our records we have failed to receive (insert title, volume, number, and date of issue). Will you be kind enough to send us those mentioned? We wish to keep our file of your publications as nearly complete and up to date as possible, and shall appreciate your assistance."

When a good many claims are made at the same time from one agent, it may be more convenient to write a letter with carbon copy. It is as important to follow up claims as to institute them. For this purpose a system of indicator clips or metal signals should be devised which will bring the shorts to the attention of the periodical assistant at regular intervals. Back numbers frequently become out of print with the publisher and must be ordered elsewhere. The procedure

then is to make out an order card for the item and turn it over to the order department with a note on the card stating the facts. The card then enters the Routine (D) for Book orders going out. The order goes to a dealer in back numbers. When the item is received it is not accessioned but turned over to the periodical or binding department.

Routine (J) for Periodical bill is put through.

SUMMARY OF STEPS IN ROUTINE J

1. Invoice is received, and entered in bill-book if desired
2. Periodical order card is drawn from file, working from invoice
3. Information is transferred from invoice to card
4. Bill is certified
5. Periodical order card is refiled in periodical list
6. Periodical bill is filed with certified bills
7. Each item on periodical invoice is checked on copy of order
8. Bill is approved for payment.
9. Bill is entered on record of "Bills approved for payment"
10. Bill is forwarded for payment
11. Ledger is posted

This routine is closely allied to the routine in which invoices for books ordered are handled,[8] but since the subscription is paid in advance certain variations of importance are noted for steps 1-7. Steps 8-11 correspond exactly with steps 11-14 in Routine E.

J. 1. Invoice is received, and entered in bill-book if desired. Just as in Routine E step 1, upon receipt by mail the invoice is dated in the upper left corner, and if the library practice calls for it, the invoice is entered in the bill-book. The invoice should be identified as one for periodical subscriptions paid in advance, and turned over at once to the

[8] See Routine E in Chap. 4, p. 81.

periodical assistant for the transfer of the charge from the invoice to the periodical order card. Consequently it is not filed in File 1: Bills awaiting books.

J. 2. Periodical order card is drawn from file, working from invoice. This step is the same whether the subscription is new or a renewal.

J. 3. Information is transferred from invoice to card. The items to be transferred are date of bill and cost, just as in Routine E step 4. In addition, the period covered by the subscription must be accurately shown, especially the expiration date. It is possible later to compare the mailing label with the card and to verify the fact that the subscription is correctly entered. *For renewals* invoiced as a standing order, it is necessary to enter (or ditto) the agent's name and to add the order number which will cover the bill. If the fund remains the same, there is no change; but if the periodical is paid on some other fund, either temporarily or permanently, such transfer should be indicated. Under "date of order" it is sufficient to write in "t.f." or ditto if already entered as "till forbid." *For new subscriptions* which have been ordered as in the Routine (G) for New periodical orders going out, the outgoing order data are all complete, and usually only the date and cost need be transferred. It is essential, however, that the invoice trace back to the original order as in the case of books. As in Routine E step 4, the amount of net cost should be figured if necessary, entered opposite each item, and checked as a process mark.

J. 4. Bill is certified. The entire bill (including the verified total), should be certified as correct when all the costs of the items on the invoice have been transferred.

J. 5. Periodical order card is refiled in periodical list.

J. 6. Periodical bill is filed with certified bills. After the bill has been certified as correct with all items transferred, it is returned to the order department and filed in File 2: Bills certified.

J. 7. Each item on periodical invoice is checked on copy of order. This step is similar to Routine E step 10. *For new subscriptions* or for renewals with yearly re-orders, the process is the same as for books received. The bill is taken from File 2, and the copy of the order is readily found from the bill under fund, or order number, or date, or agent. Before each item on the copy of the order is written or stamped the date. In the case of long bills repeating the form of the order almost exactly, the date may be entered at the top of the list and ditto marks placed below. In a column at the right and opposite each item should be entered the net cost as figured. After this entry of cost should be placed the date on which the process was performed.

For renewal invoices submitted on the till forbid basis, there will of course be no order nor any list. A covering order will be necessary in transmitting the invoice, and this will furnish the carbon copy on which to check the items. This covering order need not duplicate the itemized invoice, but may simply cite the total amounts as they appear for each fund. In cases where an itemized list is necessary or desirable, an additional copy of the invoice may be requested of the agent at the time of confirming the renewals. This may be filed with the copy of the covering order for easy reference.

As in the case of book invoices in Routine E step 10, when all the items on the periodical invoice have been checked on the copy, the invoice should be marked with initials as posted, and placed in File 3: Bills ready for payment.

Periodicals become volumes. Current numbers of periodicals are not counted in library statistics. The number of titles in the periodical list as received by purchase, gift, or exchange is included in the annual report. When the numbers which comprise a volume have been sent to the bindery and returned as a bound book, the volume is added to the library, thus entering the counting or accession routine

(N or P).[9] If the complete information is to be supplied, the assistant must turn to the periodical order file, find the card for the serial, and enter the items of fund, date of bill, source, and cost in the volume, in the same manner as in the Routine (E) for Books ordered coming in, step 6. The binding items will already have been entered in the book as provided below in the Routine (L) for Binding returned, step 6. These items are then available for record on the shelf-list cards or in the accession book. It may be sufficient in many libraries to omit these data and to mark the volume simply "subscription" (or "gift").

Routines for Binding

A book sent away for binding or repair is contracted for by an order and the transaction results in a bill. So far, then, as the process concerns the acquisition of the item by purchase it is considered here. An adequate routine follows the steps involved in purchasing a book, and the routines (K and L) suggested below are based on the Routines for Book orders going out (D), and Books ordered coming in (E).[10] Modifications and simplifications are possible in many libraries.

Routine (K) for Binding sent.

SUMMARY OF STEPS IN ROUTINE K

1. Book is turned over to binding department
2. Volume is collated
3. Binding card is made out
4. Binding slip is made out
5. Bindery is selected
6. Shipment is made ready

[9] See Routines N and P in Chap. 8, p. 167 and 170.
[10] See Routines D and E in Chap. 4.

7. Order letter is written
8. Binding card is dated and numbered
9. Binding card is filed
10. Order letter is forwarded
11. Duplicate copies of the binding list are filed

K. 1. Book is turned over to binding department. The binding department handles three kinds of materials: rebinds;[11] unbound books and pamphlets; periodicals and continuations in parts.

Rebinds[11] are charged to the bindery at the loan desk and are sent in for rebinding or repairing. *Unbound books and pamphlets* are sent in for binding and covering to make them ready for the shelves. A penciled note on the order card in the Books received file locates the volume during its absence from the catalog department. *Serials* are assembled by the binding department on the completion of a volume. A charge for each volume should be filed at the loan desk.

K. 2. Volume is collated. Each volume of a serial is checked through to ascertain that the numbers are all accounted for, with any supplements, and that the title-page and index are present. Any missing back number should be secured as if it were a book order. An order card should be made out and turned over to the order department where it enters the Routine (D) for Book orders going out. A copy of this order card should be kept in the binding department as a check on ordering a duplicate. Very recent numbers can sometimes be secured direct from the publishers for a small cash amount. This method may be tried before the order card is turned over to the order department. According to the American Library Association *Survey*[12] very few libraries collate books and pamphlets before they go to the

[11] A rebind is library parlance in many a library for a book which comes up for rebinding or which has been rebound.

[12] American Library Association. Survey of libraries in the United States. A.L.A., 1927, v. 4, p. 156-58.

bindery. This step may be omitted, except for special cases, such as fine editions, reference books, and music.

K. 3. Binding card is made out. The binding card provides the alphabetic record of binding sent. It corresponds to the order card in Routines D and E. For *rebinds* a temporary card with data to identify the book is sufficient. Some libraries use the book card for this purpose. For *unbound books* and pamphlets a similar temporary card is sufficient. For *serials* the binding card is necessary in order to supply the information as to color and style of previous bindings, fund, and volumes already bound. The binding cards should be kept in an alphabetic storage file from which the one desired is drawn as needed.

In *form,* the binding card is of standard size. Lines are available at the top for the binder's title (which is also the catalog entry), together with data as to the color and style of cloth or other covering. Below are columns in which to enter the volume and year, date sent, date returned, i.e., date of bill, and cost. If more than one bindery is used, the name of the binder should also appear. A practical form is shown on page 123.

K. 4. Binding slip is made out. Printed binding slips can be procured from the library supply houses. Details of filling out a binding slip are omitted as unessential to this routine. For rebinds an ancient practice is to underline lightly in pencil such words on the title-page as should appear in the binder's title; but this has marred many handsome pages.

K. 5. Bindery is selected. This step is similar to the selection of any agent. The name is written on the card. Many large libraries have their own binderies.

K. 6. Shipment is made ready. Each volume is tied up with the binding slip inside, and is accounted for by a binding card. The count should tally. The cards are then arranged for the making of the order list. This step corresponds to Routine D step 8.

K. 7. Order letter is written. This step is similar to routine D step 9. Instructions may be given as to details additional to those on the binding slip, as well as to shipping and billing. The list of titles sent is copied from the binding cards. A duplicate for the order file is essential, and another as a memorandum in the binding department may be convenient.

American / Library / Association //
Bulletin // Color 15 Style Lib. buck

Volume and years	Sent	Binder	Returned	Cost
19 / 1925 /	15 Je'26	Name	2 Ag'26	1.95
20 / 1926 /	18 Je'27	"	15 Ag'27	2.00
21 / 1927 /	16 Je'28	"	20 Ag'28	1.95
22 / 1928 /	3 Je'29	"	3 Ag'29	1.95
Name of library				

FORM 10: BINDING CARD, STANDARD SIZE
(Columns and Ruling continued on reverse, turning card forward)

K. 8. Binding card is dated and numbered. This step corresponds to Routine D step 10.

K. 9. Binding card is filed. An alphabetic file of "binding sent" should be kept for reference. It is similar to the Books ordered file, of which it is practically a part. This step corresponds to Routine D step 12.

K. 10. Order letter is forwarded. This step is the same as Routine D step 13.

K. 11. Duplicate copies of the binding list are filed. As mentioned above under K step 7, a copy should be filed in the order department for estimating the amount mortgaged

against any fund by orders outstanding. An estimate of the cost should be recorded so that binding items may be included in any estimate made. Another copy in the binding department is a convenience. The usual duplicates by agent or order number should also be filed.

Routine (L) for Binding returned.

SUMMARY OF STEPS IN ROUTINE L

1. Invoice is received, and entered in bill-book if desired
2. Books are unpacked and checked with invoice
3. Binding card is drawn from file of "Binding sent," working from invoice
4. Information is transferred from invoice to card
5. Bill is certified
6. Binding items are entered in book (see below)
7. Book is forwarded (see below)
8. Each item received is checked on copy of order
9. Bill is approved for payment
10. Bill is entered on record of "Bills approved for payment"
11. Bill is forwarded for payment
12. Ledger is posted
13. Final disposition of binding card (see below)

Routine L, steps 1-5 above, are the same as Routine (E) for Books ordered coming in,[18] steps 1-5, except that the binding card is used instead of the order card. Steps 8-12 above correspond exactly with Routine E steps 10-14. Steps 6, 7, and 13 alone need separate consideration.

L. 6. Binding items are entered in book. Since these binding items are secondary to the items of original purchase, they should follow those already placed in the book in Routine E step 6. If purchase items have not yet been entered, due allowance must be made for them by beginning the binding legend half way up the inner type margin of the first recto after the title-page. The same items may be given

[18] See Routine E in Chap. 4, p. 81.

as for a book purchase: fund (if special), date of binding bill, source, and cost. Some libraries omit this legend here, but place the date and name of binder in the lower left corner of the back cover. This record will disclose how the binding wears and, with the number of issues indicated by the date slip, affords a useful basis of comparison.

L. 7. Book is forwarded. Again the three-fold division governs the disposition of the volume. *For rebinds* the book is put through the mechanical preparation routine,[14] returned to the loan desk, discharged from the bindery, and sent to the shelf. *For new books and pamphlets,* the volume is also placed in the mechanical preparation routine, after which it re-enters the catalog routine. *For periodicals* the new volume is sent to the accession desk and on to the catalog routine. Or the counting and adding to the cards may be done in the bindery department, in which case it enters the mechanical preparation routine after all entries have been made. In either case the entry of purchase is made in the book at this time from the periodical order card. *For continuations* the entry of purchase will probably have been made upon receipt in the Routine (F) for Established continuations coming in, step 6.[15] This volume therefore enters the mechanical preparation routine, after which it enters the catalog routine.

L. 13. Final disposition of binding card. The binding cards for serials are refiled in the reserve file mentioned in Routine K step 3, for use when the next volume is bound. The temporary binding cards need not be kept.

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[14] See Chap. 9.
[15] See p. 100.

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Questions and Projects

1. Follow through Routines F, G, H, J, K, and L as far as practicable, with selected titles.
2. Compare for completeness various commercial forms of periodical checking cards.
3. Work out a follow-up method for periodicals by the use of indicator clips or signals.

CHAPTER VI

Acquisition by Gift and Exchange

GIFTS
Sources of gifts
Routine (M) for Gifts coming in

EXCHANGES
Definitions
Exchange of duplicates
Exchange of publications

Books, pamphlets, and other material are acquired by libraries not only by purchase, but also by gift and exchange. Details of purchasing have been outlined in the two preceding chapters; in this chapter consideration is given to gifts and exchanges.

GIFTS

Gifts may be of money, books, or miscellaneous material. Since, however, books and pamphlets comprise the bulk of donations, this discussion centers on them. Gifts of books may be solicited or offered. In the first case, selection precedes, and in the latter case usually succeeds, acquisition. The principles which govern the choice are the same. The standards set up in the companion textbook on *Book selection* must apply as fully to gifts as to purchased items.[1] It is considerably more difficult to apply them in practice, especially when the feelings of the donor must be considered.

Donations may comprise not only individual titles but also entire libraries and special collections. Many an important private library has been presented to a public or a university

[1] See Drury, F. K. W. Book selection. A.L.A., 1930.

library. Many more probably will be in the future, as the permanent character of these institutions is realized by citizens who have developed a special interest in some bookish subject. Librarians should form contacts with these people, not in the spirit of a lively appreciation of favors about to be received, but as an expression of an *entente cordiale* by which mutual service can be rendered. Even the smallest libraries can acquire local material through generous donors.

Sources of gifts. *Solicited gifts* may amplify a library's resources to a considerable extent, for libraries with meager funds may ofttimes secure welcome additions by persistent and intensive asking. A very considerable amount of good material is available for a library free of charge if only it is solicited systematically and understandingly. But there are limits to be observed; publishers and authors should not be annoyed by petitions for material which obviously cannot be given for the asking. The librarian must first determine through an established policy of selection the subjects in which additions are desirable, and specific items in those subjects.

Certain *aids* or sources may be checked with the assurance of obtaining useful and worthwhile material. Among them are the library periodicals, the *Booklist,* the *Publishers' Weekly,* the *Industrial Arts Index,* the *Public Affairs Information Service,* and the periodicals in the subject concerning which material is sought. Other less regular sources are the literary reviews, items in newspapers, and notes from the staff and readers. For state and federal publications, there are the *Monthly Check List of State Publications* issued by the Library of Congress, and the *Monthly Catalog of United States Documents.*

It is also desirable for the library to be on the mailing list of publishers, government offices, companies, and organizations. A pamphlet about a popular author issued by his publisher sometimes gives fuller information than can be found

elsewhere.[2] Data as to forests, fish and game, geological surveys, and various investigations can be secured from offices of state governments, usually in the form of reports. Foreign societies, institutions, and governments are usually pleased to place some of their publications in American libraries, especially those that are legitimate propaganda. Railroad and steamship literature, publications of charitable, philanthropic, civic, and political organizations are usually available for free distribution upon request.[3]

The *procedure* in checking these aids is very similar to that outlined for selecting and ordering.[4] The same marks and symbols are used, an order card is made out and searched to avoid duplication. Instead, however, of a formal order being placed, a polite request is made for the item by letter or postal card. The order card is then dated and filed to await the result of the overture. It may be filed among Books ordered if it is an important book, or in a memorandum file of items asked for. Upon receipt the item enters the Routine (M) for Gifts coming in, outlined below. The checking may be done by the departments interested, such as reference, art, or technology, or by various members of the staff. Conflicts should be avoided by clearing all requests through the order department.

The *form* of the soliciting letter is important if results are to be expected. Great care should therefore be given to the wording and appearance, so that the request may make an individual and personal appeal.[5] Where a good many offices

[2] Herron, Miriam. A next-to-nothing library of modern authors. Wilson Bulletin 3:182-84. February, 1928. Gives a list of pamphlets about authors.

[3] Much pamphlet material of this sort is listed in the Standard catalog for high school libraries, Pt. 1 and cumulated supplements, Wilson, 1926-28. A list also appears in alternate numbers of the Booklist.

[4] See Chap. 3, p. 45, and Chap. 4, p. 57 and 67; also Drury, Book selection, Chap. 10, p. 306, 310.

[5] Suggestions appear in the American Library Association, Survey of libraries in the United States. A.L.A., 1926, v. 1, p. 79-80.

are canvassed for report material, a form on a no. 5 postcard may be used. A gracious wording is shown on the accompanying form. Discretion and common sense must govern in deciding the best form to use. Putting one's self in the recipient's place will help in producing the effect desired. Nicely worded forms are the following:

> "We have noticed with interest the title of the publication given below. We shall be grateful for a free copy for our use. If you cannot supply us with a free copy, will you be good enough to notify us?"

Name of Library

Address (date)

We should greatly appreciate the favor if you would send us

Bulletin No. 9: Birds of South Dakota, by Over & Thoms

Postage will be returned upon request.

We shall be grateful to you if you will keep our name on your mailing list for similar publications in the future. If this material is to be had only by purchase, please notify us in regard to price before sending.

L. W. Bookman
Librarian

FORM 11: POSTCARD, 3" x 5", SOLICITING A REPORT

Gifts are offered to libraries in single volumes, small lots, and large lots. Each title should be judged by established standards of selection before it is added to the library. This approval takes place in the Routine (M) for Gifts coming in, step 4, below.

Libraries, like magnets, draw to themselves books in which they have an interest. Let it be known that a library is col-

lecting books on a subject, and opportunities to acquire books along the same lines are multiplied. Most of the offers are indeed of books for sale, but a reasonable percentage includes gifts. Like brings like, and even other subjects are likely to develop. A long-term librarian, with a wide acquaintance in the community or among the alumni of a college, has more opportunities of this kind than one with whom the clientele is unfamiliar. Frequently the librarian can solicit gifts among friends of the institution or interest business men and other prominent citizens in placing a desirable gift in the library.

Single volumes and small lots are not difficult to manage. But the large lot may have entangling alliances and encumbering conditions, such as the stipulation that it must be kept together as a collection. The offer of a large library should be viewed in a statesmanlike way. First is the consideration of cooperation and specialization.[6] Is it proper for the library to accept and to develop a collection on this subject? Secondly, are there any limitations circumscribing the gift, such as keeping it together? Thirdly, will it be a growing collection? Fourthly, what is the cost entailed in cataloging and shelving the books? Fifthly, if the gift is a miscellaneous collection and not devoted to any one subject or group of subjects, does the library need these books? Can it make good use of them as additional titles or as replacements? All these are practical considerations, to be answered favorably before a library should contract to accept even the most desirable donation.

Not always can these points be given due consideration. Sometimes a collection is left to a library by will; again, a gift from an influential person cannot be refused without giving offense. Abundant tact is required in looking over a hopeless collection of old books. The donor should under-

[6] See Drury, Book selection, under Cooperation with outside book resources in Chap. 4, p. 69-73.

stand that gifts are accepted with the privilege of keeping only such material as is considered desirable; that items not useful to the library may be placed by it where they can be utilized, such as in small libraries, less favored institutions, schools, hospitals, and missions. Clearly a library must not be considered a dumping ground for old books, nor should it accept gifts without value as part of the collection and not reasonably in accord with the general scope of its collections and its standards of selection.[7] Occasions occur when undesirable books must be accepted. A useful expedient in such cases is to receive and acknowledge the books, but to place them in a "Donors' collection." One college library was obliged to accept a set of the Elsie books, but they never obtruded themselves when classified under "religious miscellany."

Routine (M) for Gifts coming in.

SUMMARY OF STEPS IN ROUTINE M

1. Item is received
2. Gift is entered in donors' list
3. Gift is acknowledged
4. Gift is accepted or discarded
5. Gift card is made
6. Important gift is noted
7. Entry of gift is made in the book
8. Gift is forwarded

M. 1. Item is received. Every book comes to the order department, which acts as the clearing house for all acquisitions whether by purchase, gift, or exchange. Upon receipt, the item is identified as a gift, because of a specific statement in the volume that it is a gift, because of a letter of explanation, or because no order can be found for it. In the last case

[7] American Library Association. Survey of libraries in the United States. A.L.A., 1926, v. 1, p. 241.

great care must be exercised in making the decision, to avoid confusion between books sent on approval and gifts.

M. 2. Gift is entered in donors' list. An item that is assuredly a gift should be recorded and credited to the donor. A donors' list is usually kept on cards of standard size. The *form* of a donor's card places the name and address of the giver at the top in catalog form. Beneath are columns for

Name American Library Association
Address 520 N. Michigan av. Chicago

Date	Books	Pams.	Per'ls.	Other	Date	Books	Pams.	Per'ls.	Other
5 Jl 29		2							

Form 12: Donor's Card, Standard Size

date received, and the number of books, pamphlets, periodicals, or other material.[8] These groups may also be subdivided; as, books into bound and unbound volumes, periodicals into complete volumes in parts and single numbers. A simple form as shown herewith keeps the groups to four and allows two columns of entries on the face. Catalog cards can be ruled for the purpose.

The entry of the gift or gifts calls for the making out of a new donor's card if none exists, or the withdrawal of the

[8] For "other material" see Enumeration of accessions, Chap. 8, p. 165.

card from a file of former donors. The date of entry is written or stamped in the first column and the total number in each group is written in. *Important gifts* are not only counted on the face of the card but should be entered on the back with sufficient detail to be identified.

The card is then filed in the active donors' list in front of the donors' file. At the end of a specified time, gifts for the period are totaled from the active list and reported to the librarian for inclusion in his report. A slip list of important additions by gift may accompany this report so that mention may be made of them also. This is a list similar to the one for important purchases called for in the Routine (E) for Books ordered coming in, step 8.[9] For the annual report, totals of gifts are summarized from the donors' cards or from the periodic reports. It is also possible to submit a full and accurate list of all donors and the number of their gifts.[10]

The donors' list includes all gifts whether added to the library or not. It is not expected to check exactly with the tale of gifts counted at the accession desk. Some libraries keep a donation book for the entry of worthwhile items which are not accessioned. This detail, however, is taken care of in the donors' list as recommended above.

M. 3. Gift is acknowledged. All gifts from persons should be acknowledged; also special items from institutions and similar organizations. Some material is generally not acknowledged, such as annual administrative reports and catalogs, and propaganda publications. Sequents of continuations and periodicals are not acknowledged as received, but once a year the checking cards should be gone over with some care, and the receipts entered on the donors' cards. Acknowledgment may then be made for such as seem to merit it. The

[9] See Chap. 4, p. 88.

[10] Concerning the printing of this list in the annual report, see Chap. 11, p. 245.

continuation card will show which are gifts; the periodical checking card may do so. A card of a special color for gifts may be inserted in the periodical order file and compared at intervals with the checking card.

The form of acknowledgment varies with the importance of the gift. Four kinds are common. *A postal card* (size no. 5) may be used for simple acknowledgments, especially of a business nature. A suitably worded form may run: "The (name) Library acknowledges with thanks the receipt of the gift noted below. The Library will be grateful if its name may be kept on your mailing list." This is signed by the librarian, or in his name. *A printed form* of the same character on memo sized stationery may be used for more important gifts. *An engraved form* is used by many libraries for important gifts. The wording may be still more formal, as: "On behalf of the Board of Trustees of the (name of library or institution) acknowledgment is made with thanks of the gift noted below, which you have kindly presented to this library." This is signed by the librarian personally. *A personal letter* may be written by the librarian for some special gift for which he wishes to express his appreciation.

Considerable discretion is necessary on the part of the assistant in charge of gifts to decide on the appropriate form for each case. The first three forms are filled out by the assistant and referred to the librarian for signature, or the librarian may sign a number ahead in blank for immediate use. In the fourth case, a note should be given the librarian in order that he may write the special letter of thanks.

M. 4. Gift is accepted or discarded. The selector should pass upon each item early in the routine, accepting or rejecting it in accordance with the standards set up and the policy of the library. This step may occur before entry in the donors' list; it should certainly not be postponed past this point in the process. The selector may be the librarian, the assistant librarian, the chief of the reference department, the

chief of the order department, or any other assistant qualified to pass on the individual item. A phase of this step in the routine is to *verify by search* that the item has not already been received by previous gift or purchase, and is not among the orders outstanding. A decision in the light of this information may add a second copy or a new edition.

A large collection, accepted with the necessary reservations previously outlined, should be sorted, counted, entered in the donors' list and acknowledged, searched in the records, and in the light of that information passed upon by the selector. Searching the records results in a division of gifts into three groups: (a) those already in the library in exact duplicate collection. Here they are cared for as discussed later (which should be indicated on a slip laid in the book); and (c) those not in the library. The selector can then pass intelligently upon the disposition of each title. Additions continue in this Routine M. Discards are marked "dup" or some such token, and forwarded to the shelves of the "duplicate collection." Here they are cared for as discussed later in this chapter.[11] The search under (a) or (b) may lead to an examination of the copy on the shelf in order that the one in better condition may be kept.

M. 5. Gift card is made. The gift card corresponds to the order card made out for purchases, and is used as a process card in the same way. If later it becomes the shelf-list card, it should be made out with care, preferably on the typewriter, following the rules for catalog entry, and giving author, title, place and publisher, date of publication, volumes. A standard sized catalog card should be used. For a solicited gift, as detailed above, the gift card (probably on the order card form) has been made out prior to asking, and should now be withdrawn from its file and united with the book. On the lower part of the face of the card, just above the hole, and indented sufficiently to allow for the insertion

[11] See page 140-43.

of the serial or accession number (if used), the legend concerning the gift may be entered: date received, source, g, volumes (if more than one). The "g" of course stands for "gift" and corresponds to "cost" for purchased items. From this information on the card, the gift bookplate is made out and inserted in the book as part of the mechanical preparation of the book.[12]

For sequents of gift periodicals and continuations no gift card need be made, as these are checked in as they are received on their own serial cards. They are later counted when they are bound, and accessioned as volumes.

Some libraries place a valuation on each volume added by gift. If this is done, the entry may be placed on the gift card and thus upon the shelf-list card. The object of this valuation is for comparative statistics and for insurance purposes.

M. 6. Important gift is noted. Any gift of special significance, whether because of intrinsic, association, or sale value, should be noted on a slip of standard size, as is recommended for important purchases in the Routine (E) for Books ordered coming in, step 8.[13] Sometimes the pregnancy of a gift lies in the donor's name. These slips may be submitted with those for important purchases as part of the monthly report. The entry on the slip may be very brief, giving only author, title, date (if important), volumes, source, and data concerning the significance of the item. This slip may be made as a carbon copy of a typed gift card in Routine M step 5, above.

M. 7. Entry of gift is made in the book. This legend corresponds to that inserted for a purchased item,[14] and is a process mark to show that all the steps in the gift routine have been completed. It may be entered on the first recto

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[12] See under Marking ownership in Chap. 9, p. 189-90.

[13] See Chap. 4, p. 88.

[14] See Routine (E) for Books ordered coming in, step 6, Chap. 4, p. 85.

after the title-page on the lower part of the inner margin. The items are: date received, source, gift; for example, 10 J1'29 A.L.A. g. If previous search has revealed that the book is an added copy or a new edition, or if the book is a continuation, the usual abbreviations—a.c., n.e., or cont.,—should be added to the legend, and to the destination slip. If the gift is a set in more than one volume, entry is made in the first volume only, with the inclusive volume numbers added to the legend; e.g., 3 v; v. 2-7.

M. 8. Gift is forwarded. The route of the gift in going forward varies according to its kind, whether it is a bound or unbound volume, or a continuation.

A bound volume is sent direct to the accession desk with the gift card. Here it is counted or accessioned,[15] and sent to the cataloging shelves. The gift card is placed in the Books received file.

An unbound volume may follow the same procedure, but after being counted it may be bound before it is cataloged. Or it may go to the bindery before reaching the accession desk. In this case, the gift card is marked in pencil "at bindery" and is filed in the "To be accessioned" file awaiting its return. The former procedure is simpler for single volumes; the latter for unbound runs of periodicals.

A bound continuation is entered in the continuation list on its way to the accession desk. This corresponds to the entry of purchased continuations in the Routine (F) for Established continuations coming in, step 9.[16] The data are copied from the entry in the book. For annuals and similar material a convenient checking card, as shown overleaf, provides columns for the volume, year, and date received. The source is usually the publishing society or institution.

An unbound continuation, which is a sequent, destined to be bound with other parts, is treated as a periodical. It is

[15] See Chap. 8.

[16] See Chap. 5, p. 101.

checked in on its continuation card, but is forwarded past the accession desk to be listed by the catalog department and stored until it can be bound. It is then counted or accessioned as from the bindery.

Call No. 027.8 Am3 Author A.L.A.—Education committee. School library yearbook

Vol.	Year	Rec'd	Vol.	Year	Rec'd	Vol.	Year	Rec'd	Vol.	Year	Rec'd
1	1927	6 S 27									
2	1928	5 J 28									
3	1929	27 My 29									

FORM 13: CHECKING CARD FOR ANNUALS, STANDARD SIZE

EXCHANGES

Definitions. Exchanges are of two distinct kinds: (1) the exchange by barter or trade of duplicate material with other libraries, and (2) the exchange of publications with other institutions such as libraries, universities, and learned societies.

Exchange of duplicates. *The classes of duplicate copies* of books, pamphlets, and serials which accumulate in every library, especially from unadded gift material, may be thrown into three groups, according to their value:

1. *Salable duplicates* will probably be few, but they should be clearly marked with their estimated value. They may be divided into two groups: those to be disposed of by "cash

sale," and those by "priced exchange." They should be kept where they can be shown to visiting book dealers and collectors. They may also be disposed of *en bloc* to a second-hand dealer if a satisfactory arrangement can be made; or to smaller libraries at a very reduced price. Marks of ownership should be removed, or stamped "duplicate sold," "no longer the property of the (name) library," or some such designation. Some libraries are prevented by charter or other restrictions from selling any material.

2. *Discards* comprise worn-out and worthless books, pamphlets, and periodicals. These should be disposed of as waste paper. Title-pages should be torn out and the covers removed. A higher rate is generally paid for books without board covers.

3. *Exchangeable duplicates* or "unpriced exchanges" will comprise the bulk of the stock. They are items which are too good to be discarded as waste paper and yet are not salable in the second-hand market. They may be very welcome to some other library. No method of handling them has yet been devised which will be satisfactory to every library. An instinctive prejudice against destroying any printed matter lies deep in the heart of the librarian. The result is that many an item is doubtless kept, for which there is no good use. But the chance is usually taken and the book is preserved.

Some arrangement of duplicates is necessary if they are to be of any use whatever. But it must be a very inexpensive one, or the time spent on each item will quite overbalance any possible return. The simplest arrangement is *alphabetic by authors,* keeping the A's, B's, and C's and so on together but with no attempt at a strict order. Another arrangement is some sort of *rough classification* with an alphabetic order within each group. Thus, periodicals would be separated from books; local history and special subjects would form

separate groups. A third plan is to insert a *numbered slip* in each volume as it is shelved, in order of receipt, and to keep an author index on cards to the number. Any more elaborate system is likely to cost too much to install and to maintain. Documents of the United States government can be disposed of as sorted, by shipping them under a franked label to the Superintendent of Documents, Washington, D. C.

Disposal of duplicates. Disposal of exchangeable duplicates represents so many difficulties that apparently few libraries have attempted it to any extent. The American Library Association *Survey*[17] shows what has been done by some of the larger libraries. Smaller libraries can scarcely undertake such trading. There is little profit in it and though one library may try to dispose of its accumulations, other libraries may not be ready or in a position to check the lists or select any items. If the trading could be done regularly and systematically it would be profitable to many libraries.

Two methods are usually tried. In one a selected list of titles is duplicated, generally by mimeograph, and mailed to a preferred list of libraries. The mailing is scheduled so that all will receive the list at about the same time. The libraries are numbered, and requests are entered on a master list. Items are then drawn from the shelves and shipped with a statement. The total of items sent is entered on the trade record card, as explained below. The second method is to list selected available material in the library's annual report or bulletin, or in the library periodicals such as the *A.L.A. Bulletin* or the *Library Journal*. Particularly desirable material can be moved in this way. It does not touch the mass of duplicates which take up valuable shelf room.

Unpriced duplicates should be thrown out, or given to smaller libraries which can select what they wish and pass the rest on to another library. The expense of shipping,

[17] American Library Association. Survey of libraries in the United States. A.L.A., 1926, v. 1, p. 255-57.

however, prevents any large use of this method of disposition, just as it prohibits second-hand dealers from taking over duplicates from libraries at a distance. Most small libraries may as well abandon any storage or handling of duplicates. They should dispose of them as best they may. Larger libraries will acquire larger stocks, and thus may attempt some method. Sometimes these duplicates are given away to some local institution, as charity sale shops, the Y.M.C.A. or Y.W.C.A., hospitals, and convalescent homes. Sales to the public or to students at a very low figure frequently clear the accumulated stock. In all cases, marks of ownership should be canceled.

A record of trades is usually kept. Such transfers are arranged for in two ways: on a piece-for-piece basis, or on a priced exchange basis. The former is used for duplicates which approach the dead-wood or discard line; the latter for those having a cash value but which cannot be readily sold to bookdealers. These approach the salable duplicate level. An account of give and take may be conveniently recorded on cards or in a loose-leaf ledger alphabetically arranged under the names of the trading libraries. On the debit side may be columns for date sent, number of items, and an estimated price; on the credit side, the same three columns for volumes received. The trade record card is used in place of a donor's card. The routine for entry thus combines the Routines for Book orders going out (D),[18] and for Gifts coming in (M).[19] The selection and ordering is much the same as in the case of a second-hand catalog; the receipt corresponds to a gift.

Exchange of publications. Exchanges between libraries include their own publications and the publications of the institution they serve. A record of the account is kept, usually in the order department, since the incoming items

[18] See Chap. 4, p. 56.

[19] See Chap. 6, p. 133.

comprise the acquisition of books by exchange and the return service tends to balance the account.

The publications of a library are confined pretty strictly to annual reports, bulletins, and a few special pamphlets. To this group, public libraries add city or telephone directories, which they find it advantageous to exchange. Nevertheless, unless the exchange of the directories is carried on extensively, the copies received are considered as gifts and are cared for by the Routine (M) for Gifts coming in. That is even more true of the administrative reports and bulletins, which are seldom thought of on the exchange basis. If necessary, however, an exchange record of the library's own publications is easily established, similar to the donors' list, but showing also the items sent as well as received. In this respect it corresponds to the trade record card previously described.

The publications of the institution with which the library is connected form the bulk of the exchanges between libraries of colleges and universities, scientific and learned societies, and similar associations. Public libraries have fewer exchanges of this sort, since they do not have the theses, studies, papers, and scientific researches at their disposal to offer. The exchange of publications, therefore, is treated here only from the angle of the university library.

An exchange record card file indexes the institutions with which exchanges have been established, records and digests the correspondence, and lists the titles of publications sent and received. The card corresponds to the donor's card and the trade record card, in size and in use. A union list of these three may form one file and, if each is of a different color, it is easy to distinguish them. Separate files, however, may be more useful. A geographical file of exchange institutions cannot, of course, be intercalated with an alphabetic file of donors.

The exchange record card gives on the top lines the name

of the institution and its address as the mailing label would read. Prefixed is the file indication, usually a geographical symbol, in order to bring together all the exchanges in a country or state. In the columns below are listed the titles of publications sent, while on the reverse of the card may be listed those received. Memoranda and remarks as to the origin of the exchange, back numbers sent and received, and similar data, may also be entered. A suggested form is shown herewith.

File under 896 Chicago	Address American Library Association 520 N. Michigan av. Chicago, Ill.	
Series sent	Series sent	Memoranda
Libry notes		Origin of exchange
Engl. bull.		7 Ap'25 Asked for exch.
		8 My'25 Confirmed

Form 14: Exchange Record Card, Standard Size: Face

For each title on the face of the card an "Exchanges sent" card should appear in the file, as described below. For the titles on the back of the card, the record is made complete at the end of the year by posting from the periodical checking card and the continuation list. Separate items not in series, such as theses and special publications, may be entered as received, similarly to the donors' list. An *accounting* of exchanges is secured by means of this record of exchanges. The statistics wanted comprise not only the number of items sent out and received, but occasionally a balancing of the

account with the different institutions. Reports may be wanted by various officers such as the president, the agent of the university press, or the comptroller.

The *arrangement* of the file of exchange record cards may be geographical. Thus it follows the scheme of the *International exchange list* of the Smithsonian Institution at Wash-

Exchanges received	Years	Vols.	Value	
Adult education & the library	1924+	1+	$1	00
Remarks				

FORM 14A: EXCHANGE RECORD CARD: REVERSE

ington, D. C. For any extensive list of exchanges it is a very convenient method; very short lists may well remain alphabetical. A subject grouping may be of advantage, thus bringing together observatories, botanical gardens, and similar institutions. To bring the cards into a geographical order, various systems may be used. Cutter place numbers, the usual place notation, arranging by continents, countries, states, and cities, or standardized abbreviations may be employed.[20]

Exchanges received are handled in the order department

[20] Wyer, M. G. Standardized abbreviations for the names of libraries. Library Journal 52:802-06. September 1, 1927.

in a manner similar to gifts. The Routine (M) for Gifts coming in may be followed throughout by substituting the necessary "exchange" records for the "gift" records.[21] Until an exchange file is formally installed, a library may find it satisfactory to treat all exchanges of publications as gifts. A separate item, not a serial, should be recorded on the exchange record card and acknowledged. If important, a note should be filed with the gift and purchase additions. Just as for a gift, such an exchange item should be passed upon for acceptance or discard. If kept, a gift card, marked "exchange" should be made out, bookplate laid in, entry made in book, and the item forwarded for counting. Sequents of exchange periodicals and continuations are handled in the same way as gifts: recorded as received, forwarded as serials, entered annually, and counted when bound.

Exchanges are established as opportunity offers or as the result of a definite program, consistently pursued. *Small institutions*, with few publications available for exchange, may make up a list of institutions to which they are indebted and send what is available. In addition, libraries representative of different geographical sections may be included in the distribution. Thus deposits by exchange or gift may be made of special publications, theses, and similar material. Such a mailing list may be kept in sheet form in a pamphlet binder, with a schedule of mailings at the back. *Larger institutions*, with more publications available for exchange, can plan a campaign for exchanges which will bring back many an item. In addition to initial deposits of all publications in picked centers, special publications and series may be offered in return for publications of a like nature. The Smithsonian list may be checked for desirable institutions with which to exchange, departments of instruction and research may be asked to suggest publications, and the editors of the various series may be urged to recommend similar

[21] See page 133.

series with which exchange relations might be established. In these and other ways a list of possible exchanges may be built up. The exchange should be proposed on an equal basis. The exchange record card may be used for the record of the correspondence, in somewhat the same fashion as an order card. Correspondence may be followed up by means of indicator clips or signals. If the exchange is effected, the record of series to be sent and received is entered in detail on the card, any back numbers are mailed, and the card goes into the exchange record file.

Exchanges are sometimes arranged for by the departments or offices which manage the publishing (and hence the mailing out) of periodicals, studies, and series, or by the university press. Records, however, are more conveniently maintained at the library where lacunae and desiderata are kept track of in the Want list and other files. As a usual thing the theses of an institution are exchanged through the library. All exchanges may be handled by the library if it demonstrates that it can do so efficiently. The library ultimately receives the exchanges coming in; it should, logically, see to the exchanges going out. An exchange division in the order department becomes an appropriate place in which the work may be handled.

Exchanges sent may be kept track of by a card for each series as it is mailed to each institution. This "exchanges sent" card is made out as soon as the exchange is established. On it appears the name of the series (as theses, studies, etc.) and the mailing address of the institution. This address may be printed on this card and on the exchange record card by a mailing label stamp if such plates are used. With these data may also be given the file symbol and the date when the exchange began, as an exact record of what has been sent to each institution. In columns below are recorded the mailing data: the volume and number of each issue and the date it was mailed out. If an acknowledgment of receipt is returned,

the item may be checked to show its safe delivery. A suggested form is shown herewith.

This record of exchanges sent may be kept in a file under series or with the exchange record card for each institution. In the former case a complete mailing list for each series is available and may be fingered easily for addressing and enter-

Series Liby notes
File under 896
Exchange began My 1925

Address American Library Ass'n
520 N. Michigan av
Chicago, Ill.

Item	Date sent	Item	Date sent	Item	Date sent
v.1 #1	14 My'25				
v.1 #2	7 Jl'25				
v.1 #3	8 O'25				

FORM 15: EXCHANGE SENT CARD, STANDARD SIZE

ing. In the latter case, the information is by institutions rather than by series. The arrangement depends on which information is the more important for reference. Series under institutions may be signaled by indicator clips, or tab cards. A useful item to add to some of these cards is the zone of the institution addressed, thus facilitating the stamping of such as go by parcel post. Exchanges with institutions in foreign countries are sent and received through the International Exchange Division of the Smithsonian Institution in Washington, D. C. Details of such shipments should be entered on the "exchanges sent" card.

In mailing out exchanges it is customary to lay in a slip

of paper stating that the item or the shipment is sent as an exchange (or gift, as the case may be) from the library of the institution. The library is usually charged by the publishing office with the number of copies sent out in this way. A record of the distribution of the copies is therefore of some importance. Periodicals issued by a university are usually mailed by the publishing office or printer as second-class matter. The library may establish an exchange, but the copies are mailed out by the publisher without being recorded on an "exchanges sent" card. On the exchange record card, however, the data should show when the exchange began and with what number.

The storage of university publications is frequently entrusted to the library. After copies have been disposed of by sale, gift, or exchange, the remainder may be deposited with the library for safe keeping. For some publications, an initial block may be set aside for this purpose. The number of copies of old catalogs, reports, and other publications varies from ten to fifty. An investigation about 1924, by the University of Rochester library, fixed a reasonable average at fifteen. The stock of publications that may have a sale value for a number of years should not be reduced, but of many out-of-date items only a minimum number need be stored. The stock of publications should be classified on the storage shelves according to some recognized scheme. A good one for college and university items is that found in the Dewey Decimal classification under 378. By this arrangement the reports of the president are grouped under C, of the treasurer, under D, and the annual catalogs, under H. Studies, periodicals, theses, and the like all fall into their proper places. A stock record card file for storage items is hardly necessary but a record for more important items can easily be installed if desired. Commercial forms are available, or the supplies card described in chapter seven[22] may be used.

[22] See p. 160.

A list of the publications of the institution, similar to the book trade catalog of publishers, is compiled by a good many large libraries and distributed to inquirers. Some list is a necessary asset in conducting exchanges. Another use, by institutions with a good many items for sale, is in the *Publishers' trade list annual* where it is bound up with the catalogs of other publishers. For this purpose it must be printed on the standard size sheets adopted for that publication. If the list is not extensive enough to form a pamphlet, an advertisement may be inserted. Lists of publications are also printed on the covers of the various series and in the annual catalog of the university. The library is usually looked to for these data.

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Questions and Projects

1. Assuming that the money for the purchase of books has been cut off for a year in a public library of 25,000 volumes, outline a program for obtaining material by gift.
2. Check the current library periodicals for material obtainable free or at a low cost.
3. Suggest unusual sources from which to obtain titles of gifts, other than those mentioned in the text.
4. Work out several ingratiating forms to be used in asking for a gift.
5. Think of a few people in your own community to whom you could appeal, if librarian there, for gifts of books or money for a special need. Outline your method of approach to each.
6. Mention a few advantages and objections to keeping a gift collection separate from the main library.
7. Discuss the pro's and con's of keeping a donors' list.
8. Put a few volumes through Routine M, as gifts coming in.
9. Outline the advantages and disadvantages of having the exchange of publications centered in the library.

CHAPTER VII

Acquisition of Replacements, Rental Books, Material Other than Books, Supplies, and Equipment

Replacements

Withdrawals — The withdrawal process

The replacement process

Rental Books

Material Other Than Books

Supplies and Equipment

Definitions — Method of ordering and listing

Replacements

Replacement implies antecedent withdrawal. Withdrawal is the process of removing a book from the library records. Books which have been so withdrawn are termed "withdrawals." Similarly, replacement is the process of reinstating a book in the library collection and upon the library records, and books which are so added by purchase, gift, exchange, or transfer are termed "replacements." Replacement is a distinct process in the selection and acquisition of books. A certain amount of material is being sloughed off in every library, and its replacement must be decided upon. It does not necessarily follow that a book which has been worn out or lost must be replaced. Its value to the collection must be weighed. Perhaps a newer title may be more profitably substituted. Therefore, the selector must determine whether to restore

with a new copy or a new edition, or to supersede with a new title.

Withdrawals. A book may be withdrawn for several reasons. It may be worn out or mutilated; it may have been lost with small likelihood of being found; it may be cast out because of exposure to a contagious disease; it may be so superseded by a later book that its usefulness is over; it may be culled out because of lack of use, or in order to make room.[1] In each of these cases the book's replacement must be decided upon by a responsible selector.

Books in active use are conveniently examined and passed upon as they are handled at the circulation desk. *A book damaged or lost* while lent, or excluded because of a contagious disease, is automatically identified at the circulation desk. It should be replaced on the authority of that department, for usually it is a popular book which should be provided while the demand is still strong. The reported policy of the small country store should not be the practice of any library: "No, we don't have that article now; it sold so fast we just couldn't keep it in stock, so we decided not to carry it any more." The *worn-out book* should be caught in the handling before it reaches a disgraceful state. A bad copy quickly grows worse. The circulation desk is the place at which to observe these wrecks on the bibliothecal shores, and if they cannot be salvaged, they should be discarded summarily, withdrawn, and replaced. *A book that needs repair or rebinding* should also be caught at the circulation desk and sent to the bindery for attention. If the book appears to be beyond redemption, the librarian or other responsible selector may decide that the book should be discarded, withdrawn, and replaced. *A book missing* when an inventory is taken should be charged at the circulation desk as temporarily lost. If competent assistants anticipate a continued de-

[1]Weeding and discarding are discussed in Drury, Book selection under Discarding unused books, Chap. 3, p. 54-56.

mand for it, the book should be replaced at once. In this case the order card is made out by the circulation department, and a note that a replacement has been ordered is made on the temporary charging card. On the other hand, if the book is not often called for, a conservative policy suggests waiting a reasonable time for the misplaced volume to reappear. If not uncovered within two or three years, its replacement should be considered by the selector. The inventory may also disclose books which are in need of repairing or rebinding. These may likewise be subject to withdrawal and replacement, if they cannot be put in good condition by the bindery.

Books on the shelves should be examined and passed upon by a qualified selector as opportunity offers.[1] In the light of actual use, present value, and probable demand, a selector can reconsider intelligently a book's service to the library and recommend retention or withdrawal.

The withdrawal process. The definite withdrawal of a book having been decided upon by a qualified selector, the next step is the removal of the title from the records of the library. This is usually done by the catalog department, since the withdrawal affects mainly the shelf-list and catalog cards. The routines for this process are given in another textbook in this series and are therefore not repeated here.[2] If an accession book is used, the withdrawal record may be entered in the remarks column.

After withdrawal, the book is placed among the duplicates.[3] Here it is usually classed with the discards to be sold as waste paper. If its condition warrants, it may be put among the exchangeable duplicates.

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[1] Weeding and discarding are discussed in Drury, Book selection under Discarding unused books, Chap. 3, p. 54-56.

[2] Mann, Margaret. Introduction to cataloging and the classification of books. A.L.A., 1930, Chap. 13.

[3] For treatment of duplicates, see Chap. 6, p. 140-43.

In large library systems, a book which may still be in good condition may be returned from a branch to the central library. Such returns are withdrawn from the branch but are kept in a reserve collection at the central library. Other branches examine this reserve stock occasionally and select titles to be shifted to their use. In this collection may also be shelved gift duplicates of importance.

The replacement process. Replacements require selection at some point in the order routine. *For a popular title* in only one edition this involves no difficulty. *For a standard title* in many editions, selection may be limited to those editions previously chosen as best for the library's use and so recorded in the Editions file.[4] For such items as these the replacement order is taken care of automatically.

For a damaged book or one lost or destroyed during circulation, the order card is conveniently made out at the circulation desk and accompanies the book or book card through the withdrawal process. After withdrawal, the order card is then sent on to the order department, where it enters the Routine (D) for Book orders going out.[5]

For a worn-out book the order card is made out by the catalog department on the basis of the shelf-list record which indicates the number below which the duplicate copies should not fall. Thus replacement is taken care of automatically, the order card entering Routine D when it reaches the order department.[5] A book that cannot be repaired or rebound is sent for withdrawal to the catalog department where the order card is made out as for a worn-out book. If the shelf-list shows that the book is the "only copy," the order card, so marked, should be sent for consideration to the selector; if he decides not to order a replacement, the catalog department is notified and the withdrawal is completed.

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[4] Explained in Drury, Book selection, Chap. 7, p. 215 and Chap. 10, p. 312-13.

[5] See Chap. 4, p. 56.

For a book lost from the shelves as shown by the inventory, for which there is an immediate demand, an order card should be made out by the circulation department and sent to the order department. Here it enters Routine D.[5] A note that replacement has been ordered should be entered on the temporary charging card to avoid a second order for the same item.

For a book retired from the shelves, the order card may be made out by the selector who has directed the culling. Frequently it may not be necessary to replace. But the selector can best decide whether to expunge the item or to supersede it by a later edition or by another title with better or more up-to-date material. The substituted title may thus enter one of the Routines (A or C) for Selecting new books, as set forth in the companion textbook on *Book selection.*[6] After approval there it enters the Routine (D) for Book orders going out.[5]

If the replacement order card has not been made out in either the circulation or catalog departments or by the selector under the conditions just outlined, it may be made out by the order department and put through Routine D.[5] In libraries making many replacements, it may be found a convenience to use a replacement order card of a special color. In any case, the replacement data should be entered on the order card, by giving the old call number, including any copy number, the fact that the ordered book is an added copy or a new edition, and stating what it is replacing. At step 6 in Routine D, Approval of order is secured from the proper official,[7] the replacement order may be reviewed by the librarian or his representative (i.e., the qualified selector). This visé of the order may change the situation by increasing the number of copies or by decreasing them to the point of elimination by a decision not to replace. Out-of-print items require special

[6] See Drury, Book selection, Chap. 10, p. 305, and p. 321.

[7] See Chap. 4, p. 72.

consideration at this point; they may be high in price or very difficult to locate.

Rental Books

The purchase of books for a rental or pay duplicate collection follows in most particulars the Routines (D and E) for outgoing orders and incoming books.[8] The processes, however, can be greatly simplified, since the books purchased are all new titles and readily available in the book market.

The titles for a rental collection are most conveniently chosen coincidentally with those for the main library and ordinarily in equal proportions.[9] After trial, the numbers may be increased on the recommendation of the circulation department, but the copies in the rental collection of a public library should not ordinarily exceed in number those available in the free collection.

In purchasing books for a rental collection it is advisable to keep the records entirely separate, even though the pay books may later be added to the free collection. As an aid to identification a color for all forms may be adopted, as buff or pink, and used for order card, book or charging card, label, or any other significant record, as carbon of order, and even the ledger card.

The Routine (D) for Book orders going out[10] carries through the order along with those for the main library but under step 9 a separate order may be written and a separate invoice asked for, to keep the records distinct. If the need for this separation of records is not felt by a library, these rental collection orders may be handled like any other special fund. *The Routine (E) for Books ordered coming in*[11] may

[8] See these routines in Chap. 4.

[9] The selection of titles is discussed in Drury, Book selection under Types of libraries, Chap. 3, p. 52-53.

[10] See Chap. 4, p. 56.

[11] See Chap. 4, p. 81.

also be simplified, as far as desirable. For example, there will be no occasion to note important additions, under step 8.

Books in the rental collection are frequently not accessioned or cataloged, for they are supplemental to the main collection and not part of it. The order card then becomes the record of the rental books, and by its distinguishing color reaches the rental shelf-list, which is the only list of rental books maintained. From this record the cost may be secured, so that it can be figured whether a book has paid for itself.

The mechanical preparation of the books requires the same processes as for those in the main collection, such as cutting leaves when necessary, inserting a mark of ownership, inserting the charging system, and marking the call number. Details as to these processes are given in chapter nine. As pointed out just above, a distinctive color for all forms identifies the books as belonging to the rental collection. The marks and equipment are of course changed when a book is transferred to the main collection.

Material Other Than Books

A complete schedule is given in chapter eight under Enumeration of accessions, of material other than books which comes into the possession of a library.[8] The list need not be repeated here. The ordering, receiving, and forwarding of this material when purchased differs so very slightly from the routines for books that separate routines need not be devised.

Supplies and Equipment[9]

Definitions. *Supplies* are usually defined as material which is likely to be used up in the course of a year. Examples are pencils, stationery, blotters, cards, and similar

[8] See Chap. 8, p. 165.

[9] See also Chap. 10, Office management, under Equipment, p. 223-32.

items. *Equipment* is material which is relatively permanent and is not used up or worn out in the course of a year. Examples are shears, desk pads, typewriters, card cases, and all furniture. On the border line, and subject to reclassification, are the items which are bought as supplies but which when used become equipment, such as pamphlet boxes and pamphlet binders.

Method of ordering and listing. A *routine* for the purchase of supplies, equipment, furniture, and fixtures, and all miscellaneous material can be readily devised on the basis of Routines D and E for the purchase of books.[10] The basis of any such routine would again be an order card.

For *supplies* the periodical order card may be adapted, or a special order card can be originated. Commercial forms are also procurable which combine an inventory of supplies with the order. However, these are usually too elaborate for the average library. On the supplies card, the article should be designated on the top line. Below should be columns for the quantity ordered, date of order, source, date of bill, cost, and remarks (such as order number, quotation, etc.). Either on the face or on the back of the card should be indicated certain information, such as: the location of the stock; the usual unit of purchase; the maximum quantity ordered at one time; and the "low mark" or minimum quantity to which the supply may be reduced before a new order is placed, with the time required for replacement. Inventory of stock should be taken occasionally, perhaps once a year in a slack time, after which a new order for all supplies may be made up.

Equipment is ordered in the same way as supplies. The same form of order card may be used. In the remarks column, however, the location of the equipment should be entered when in place or in use. It is then possible to make out an inventory list of equipment and furniture, either alphabetically or by rooms.

[10] See Routines D and E in Chap. 4, p. 56 and p. 81.

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References to articles published prior to 1920 may be found in Cannons, H. G. T. Bibliography of library economy. A.L.A., 1927.

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Questions and Projects

1. Devise routines for the purchase of items for which there is no detailed provision in the text, such as music, maps, supplies.
2. Inventory the supplies and equipment in and on your desk to gain familiarity with form of entry on an order card, and to distinguish between these two kinds of material.

CHAPTER VIII

Accession Methods

Enumeration of Accessions
- Kinds of material counted
- Indication of accessioning

Accession Records
- Routine (N) for Accessions recorded on sheets or in an accession book
- Routine (P) for Accessions recorded on shelf-list card
- Other methods of recording accessions
  - The bill method
  - The order card method

Accession work involves the processes of entering a book or other material on the library records in such a way as to identify and count it. The aim is to furnish this essential information from the records without referring to the book itself, for the volume may be absent from the shelf. For each individual book the information desired is the author and title, the number of copies which the library has (for inventory purposes and to determine whether the library has need of more copies), the exact edition (to replace if lost and for inventory), the publisher, the source, the cost to the library, and whether acquired by purchase, gift, or exchange. At any time it should be possible to ascertain also the total number of volumes which the library owns, as well as the number of volumes added and withdrawn, and the approximate value of the total book stock. That accession method is best for a particular library which furnishes the above data most readily, combining simplicity and efficiency with accuracy and safety.

The record of accession is made after the book has been received by the order department and almost always before

it is cataloged. Two methods of accessioning are outlined: recording on the condensed accession sheet; and recording on the shelf-list card. Two others are described: the method by bills, and the method by order cards in a numbered file.

Enumeration of Accessions

Kinds of material counted. Additions of books and other material to the library are counted daily, monthly, and yearly in order to furnish figures as to the growth of the library. Accession statistics of books, recording the number of additions, less withdrawals, give the number of volumes in the library. The American Library Association form for report, recommended by the Committee on Library Administration and adopted by the Council of the Association, calls for statistics of volumes, pamphlets, and other additions.

1. A *volume* is synonymous with a printed and bound book and need not be further defined. Even an unbound book is considered a volume if intended to be bound.

2. A *pamphlet* is a printed work consisting of a few sheets of paper stitched or sewed together but not bound. It is now generally defined as having from eight to about one hundred pages. It may have a thin paper cover. The stiffer the cover, the more a pamphlet approaches a book. A pamphlet really becomes a volume when bound singly and treated as a book. If the binding is done prior to accessioning, the pamphlet is rated as a volume. If it is done after the item has been counted as a pamphlet, the chances are that its status will remain unchanged, though strictly it should be withdrawn as a pamphlet and counted as a volume. Because pamphlets so easily become books, many libraries do not distinguish between them, but give the total of their holdings as so many "volumes and pamphlets."[1] Pamphlets, therefore, may be

[1] Currier, T. F. Harvard rules for counting volumes and pamphlets. Library Journal 43:241-45. April, 1918. Lists the practices of eight other large libraries and gives definitions of a pamphlet.

accessioned as books after they have been passed upon by a responsible selector as worthy of cataloging. Otherwise they become ephemeral reference material, and are not counted and do not figure in the statistics of the library, save as the reference or other departments may report them. Therefore, in the record of accessions of volumes and pamphlets one count may suffice. Since, however, so many libraries have given a separate count to pamphlets and since it is asked for in the American Library Association form, libraries may wish to continue the practice.

Other additions besides (1) volumes (2) pamphlets are made to a library. A record of these may be kept according to kinds of material. Whether any particular group is counted will depend upon its importance in the annals of the library. Many libraries count maps, prints, and music, but few of the others. The various kinds are[2]: (3) broadsides; (4) leaflets; (5) clippings; (6) manuscripts; (7) maps and plans (not in atlas or book form); (8) prints; (9) plates, from which prints are made; (10) music; (11) rolls; (12) records; (13) films; (14) slides; (15) museum objects. All these things either come into a library intentionally or float into it as to a Sargasso sea, and must be fitted to its Procrustean bed. Count should be made of them as they are added, either by a tally card, or by accessioning in a separate book for each kind. A separate shelf-list for each kind should also be made.

3. A *broadside* is strictly a sheet of paper printed only on one side. By extension, a sheet printed on both sides may be counted as a broadside, instead of a leaflet, in the accession statistics. A broadside is usually of large size, but it may be quite small.

4. A *leaflet* is a circular of two, four, or more pages, hav-

[2] An effort has been made to select for each of these groups the shortest word descriptive of each kind, and yet generally accepted. Though "picture collections" are commonly spoken of, it is believed that "prints" is a better term.

ing several unsewed or unstitched leaves in one strip. When it has several pages it may be termed a folder and tends to become a pamphlet.

5. A *clipping* is any short extract or article cut from a newspaper or a periodical.

6. A *manuscript* is any composition in handwriting or typewriting, as distinguished from one manifolded or printed in any large quantity.

All of the preceding four (3-6), as in the case of pamphlets, may be easily converted into books by mounting and binding. They should, however, be counted separately unless the intention is to treat them as books.

7. *Maps and plans,* when not in atlas or book form, and when separate from a book or portfolio, are usually in flat or roller form. Each separate sheet should be counted.

8. *Prints* include engravings, etchings, postcards, photographs, pictures reproduced by any printing process, bookplates, postage stamps, and portraits. Original paintings and drawings are classed better as museum objects.

9. *Plates* include line-cuts, half-tones, wood-blocks, and any other foundations from which prints may be made.

10. *Music* includes all sheet music and scores. 11. Piano-player *rolls* and (12) phonograph *records* are distinct enough in form to be kept separate, but they may be treated as a subdivision of music.

13. *Films* comprise both motion picture reels and celluloid or glass negatives of photographs.

14. *Slides* of course denote lantern slides.

15. *Museum objects* include (16) medals and coins (really a division of sculptures, but for convenience treated separately); (17) paintings and drawings of all kinds; (18) sculptures, comprising modelings and carvings in stone, metal, wood, ivory, glassware, terra-cotta, and gems; and (19) miscellaneous, incorporating china, leather, textiles, slates, canes,

natural curiosities, and all the flotsam and jetsam that drift on the bibliothecal sea.

Indication of accessioning. Since accession work involves entry in a library record, a process mark showing that this has been done and that the item has been counted should be placed in each book and on each object. Accession indication, whether by a number, date, or other mark, is perhaps best placed in each volume on the first recto after the title-page, about an inch from the bottom and in the middle of the page. This is a better place for all library entries than the reverse of the title-page. Writing on the back of the title-page sometimes embosses the face. A stamp on the verso of the title-page is frequently brought down with such force as to injure the back of the book, bend the cover, or tear the title-page. Title-pages also often work loose and are lost; then the records are gone. Another place for such entries is the last printed page of the book. In addition, some libraries enter the accession or serial identification number on a selected page along with the property mark. This additional entry, however, seems to be unnecessary, and is not advised.

A numbering stamp adds convenience and accuracy to the process, especially when the number has to be written more than once. This is a convenient time to add the number to the book card and the book pocket as they accompany the volume through the mechanical processes. When the date of receipt has not already been placed in the book, some libraries add it below the accession number.

Accession Records

That there is no standardized system of recording accessions is evident from the A.L.A. *Survey*[3] and from the investigations of the staff of the Library Curriculum Study.

[3] American Library Association. Survey of libraries in the United States. A.L.A., 1927, v. 4, p. 57-65.

The simplest form of accession record is to enter the items in a chronologic list of additions which gives a numbered count. This accession list is a basic enumeration and description which can always be referred to. Entries are found in it by means of the accession or serial number on the shelf-list card.

Simplifications of the accession book have reduced the recorded information to such a degree that various substitutes have been suggested in order to avoid the writing of such a record or to embody additional information. The alternative method (P) outlined in this textbook places all the desired information upon the shelf-list card.

Other methods trace back to the invoices or utilize the order card as an accession file.

Routine (N) for Accessions recorded on sheets or in an accession book.

SUMMARY OF ROUTINE N

1. Book reaches accession desk
2. A number is given each volume
3. Date of entry is written on accession sheet
4. Volume is entered on the accession sheet
5. Source and cost are entered in the proper columns
6. Accession number is entered in volume

The old large-sized standard accession book has been, because of its bulk, very generally superseded by the condensed accession book. This in turn is being continued by the loose-leaf accession sheets. These sheets, of course, should be filed in a binder as they are written up, and later they may be bound. The loose-leaf sheet allows for typewritten entries, and because of its convenience is gradually replacing the bound book form. One of the arguments for the standard accession book went by the board when libraries found they

were too busy to go back and enter the call numbers. No place is provided for them in the loose-leaf form.

The loose-leaf accession sheet form or the condensed accession book (either procurable from library supply houses), is recommended for the use of a small or a school library with inexperienced and untrained help. It can be explained and understood with ease; it is comparable to simple bookkeeping of the daybook and ledger sort. But as a library secures assistants trained in library methods, it may be desirable to install one of the other methods described later on.

N. 1. Book reaches accession desk. Following the completion of all the processes in the Routine (E) for Books ordered coming in,[4] and in the Routines for Continuations (F),[5] Binding (L),[6] and Gifts (M)[7] coming in, the books are forwarded to the accession desk as a focal point for counting and listing. Order cards for purchases and gift cards accompany the books, preferably in a batch or bundle. This step is the same as step 9 in Routine E.[8]

N. 2. A number is given each volume. The number prefixed to the line on which each volume is entered becomes the individual accession number for that item. Even with many duplicates of one title received at one time, a separate number and line must be given each volume. Likewise with a set in several volumes, a line is required for each in order to secure its individual serial number. With sheets which do not have the numbers prefixed in printed form, it becomes possible to unite a group of duplicates with a series of numbers; such sheets, however, are not commercially procurable but must be originated by the library as mentioned below. It is this situation which has caused the larger libraries, which buy many

[4] See Chap. 4, p. 81.
[5] See Chap. 5, p. 99.
[6] See Chap. 5, p. 124.
[7] See Chap. 6, p. 133.
[8] See Chap. 4, p. 88.

duplicates for their many branches, to abandon the commercial form and devise their own.

N. 3. Date of entry is written on accession sheet. This date is written above the first accession number used for that day. The numerals printed on the sheet (1 - 25, etc.) are prefaced for every five or ten numbers with the full hundreds and thousands brought forward, so that a consecutive numbering is given to the lines.

N. 4. Volume is entered on the accession sheet. This entry comprises the writing in of author, title, volume number (if there is one), publisher, and year. All these items are taken from the title-page, following the rules for brief catalog entry. If no date appears on the title-page, the copyright date on the verso is used, entering it as "c1927." In the event of no copyright date, the date of the preface is taken. If no date is available, the entry must be "n.d." Similarly, if no publisher can be found, the place is left blank or marked "no pub."

N. 5. Source and cost are entered in the proper columns. These items are obtained from the order card which has accompanied the book. If these items have been also entered in the book itself, they should be compared and verified with the order card. Cost is always entered in dollars and cents. This is also an opportune time to enter cost on the book card. In the case of gifts, the name of the donor is entered in the source column and the letter "g" placed in the cost column. The remarks column may take any current data of importance, such as a fund on which an item is purchased. It is also available to indicate in later years rebinding, withdrawal, or any change in or disposition of the item.

N. 6. Accession number is entered in volume. After the entry has been made on the accession sheet, the accession number is written or stamped in the book, as previously detailed under Indication of accessioning.[9] The number is also

[9] See page 166.

placed on the order card in the place provided, and elsewhere as the routine of the library may call for.

A *summary* of the accession figures should be made at stated intervals, perhaps monthly. A form for this is shown in the chapter on Statistics.[10]

Originated sheet forms. Many large libraries have retained the chronologic list but have departed far from the old accession book idea, both by simplifying the bibliographic information while giving source and cost, and by adding financial statistics for agencies in combination with the accession record. The form shown herewith reveals these two changes.

Routine (P) for Accessions recorded on shelf-list card.

SUMMARY OF ROUTINE P

1. Books and cards reach accession desk
2. Cards are sorted into groups
3. Count of volumes is made
4. A serial number is placed in the book and on the order card
5. Cards for counted items are filed
6. Counted items are distributed to the cataloging shelves
7. Shelf-list card receives source data

or, 7A. Order card becomes shelf-list card

In order to avoid writing the entries in a chronologic list of additions, the books may be counted and numbered at the accession desk but the information as to source and cost is carried forward to the shelf-list card. These data could be added to the shelf-list card in the Routine (N) for Accessions recorded on sheet form, above, but no time would be saved if both records were written. This method P eliminates the chronologic list.

In this Routine P for counting accessions, there must be a card for each title whether it enters the library by purchase,

[10] See under Statistics of accessions, in Chap. 11, p. 240.

Accession	Author	Title	Inclusive Accession	Rent Collect.	Main Library		Branches						Source
					Adult	Juvenile	1	2	3	4	5	A	
	15 Ap 1929												
9297	Cohen	Spring tide	9298	1.60	1.60								Z (= Agents)
9299	Brontë	Jane Eyre	9304			3.50	1.75	1.75	1.75			1.75	N.M. "
9305	"	"	9309		1.75		1.75	1.75	1.75			1.75	" "
	16 Ap 1929												
9310	Fulanian	Marsh Arab			2.35								" "
9311	Sewell	Black beauty						1.00					B.S. "
9312	Green	Hand & ring			g								Rent.
9313	Dudley	Study of lit.	9314				3.00					3.00	B.S. "
9315													

FORM 16: ORIGINATED ACCESSION SHEET, 9¼" x 10½",
SHOWING SIMPLIFIED ENTRY AND DISTRIBUTION OF COSTS TO AGENCIES
(Binding margin is not shown)

gift, exchange, or binding. *A purchased item* has the order card, originally made out when selection was initiated. *A gift item* must have a card made out in the form of an order card when it is accepted as an addition. *A periodical* is not entered in the accession statistics until a volume is gathered together and bound in some way as a unit for shelving. This usually occurs when the volume is returned from the bindery. It has the binding card. *A continuation* is entered as received if the volume is a unit. It has the continuation card, giving volume or number, date of bill, and cost, or in case of a gift continuation, date of receipt. When only the first part of a volume comes, which will have sequents as issued, it is best not to count the volume until it is bound, but in the meantime to treat it as a periodical.

P. 1. Books and cards reach accession desk. The books, together with the order cards, gift cards, and any other cards, preferably in a batch or bundle, are forwarded to the accession desk following the completion of all the processes in the Routine (E) for Books ordered coming in,[11] and in the Routines for Continuations (F),[12] Binding (L),[13] and Gifts (M)[14] coming in. This step is the same as step 9 in Routine E.[15]

P. 2. Cards are sorted into groups. These groups may be: purchased books, gifts, exchanges, continuations. Under each group they may be further divided by funds, or agencies (departments or services), or other desired grouping, as adult fiction, adult non-fiction, adult reference, adult circulation, bound periodicals, replacements, etc. This sorting may also be done beforehand in the order department; it may even have been anticipated when the order cards were re-arranged

[11] See Chap. 4, p. 81.
[12] See Chap. 5, p. 99.
[13] See Chap. 5, p. 124.
[14] See Chap. 6, p. 133.
[15] See Chap. 4, p. 88.

for ordering in the Routine (D) for Book orders going out, step 8,[16] but, if it has not, it should be done now.

P. 3. Count of volumes is made. The number of volumes in each group is counted from the cards. The total may be verified with a count of the books themselves. The figures are then entered on the tally slip.

A tally slip for current accessions should be kept at hand. On this is entered each lot as it is counted. Where the work is done daily, slips must be kept from which the totals are transferred to daily, weekly, or monthly tabulation cards or sheets. The frequency of this depends on the number of items recorded. A "date due" or "date lent" slip with its four-column ruling is a convenient form for the daily record of additions by (1) purchase, (2) gift, (3) exchange, (4) other (as binding, transfer, etc.). The inclusive serial numbers check on the day's total.

The tabulation card may be somewhat similar to the periodical checking card, providing columns for the date, four or more means of acquisition (purchase, gift, etc.), the number added on that date, withdrawals, net increase, and the total. A suggested form is shown overleaf. A separate tally slip and tabulation card should be used for each kind of material (volumes and pamphlets, broadsides, leaflets, and others as enumerated before), as well as for any group for which statistics are wanted (as funds, agencies, fiction, juveniles, and so on). Different colors for these tabulation cards readily distinguish the kinds.

The tabulation cards may be kept conveniently in the first shelf-list tray, since they are a summary of the contents of the shelf-list. A *summary card* of the same form should be provided to record the monthly and yearly statistics.

A tabulation sheet may be used instead of a tabulation card. This approximates a book record. A convenient form is the one worked out by the Wisconsin Library Commission, called

[16] See Chap. 4, p. 72.

Summary of additions and withdrawals. This, Wisconsin library form no. 1, is reproduced in Stearns's *Essentials in library administration.*[17]

P. 4. A serial number is placed in the book and on the order card. This number is written or stamped in the book as previously detailed under Indication of accessioning.[18] It

Kind Volumes — Tabulation Card No. 25

Date Forward	Purch.	Gift	Exch.	Other	Added	Withdrawn	Net	Total 51,236
4 Ja'27	109	14	12	—	135	6	129	51,365
5 Ja'27	24	3	—	—	27	0	27	51,392
6 Ja'27	5	25	1	—	31	3	28	51,420
Totals								

FORM 17: TABULATION CARD, STANDARD SIZE

is a serial identification mark similar to the numbers placed on bank checks, tickets, order blanks, and other series, to establish exact identity. This number serves also as a sure process mark, testifying both in the book and on the order card that the item has been counted.

A *plus,* placed after the date legend which has been written

[17] Stearns, L. E. Essentials in library administration. 3d ed. A.L.A., 1923, p. 44. A companion sheet is Wisconsin library form no. 2, entitled Classified summary of additions and withdrawals, which is filled out after the call numbers have been assigned. It is reproduced in Stearns, p. 46. These forms are issued for the commission by Demco Library Supplies, Madison, Wisconsin, and are illustrated in part in its catalog.

[18] See page 166.

in each book in the order department, may be used as a process mark if no serial number is used. This plus shows that the book has been *added* to the library and that the count of the volume has been made. If for any reason a volume is not counted at this point, even though it has the date legend in it (as, for example, the binding has not been settled upon in an unbound series), a hyphen or dash should be placed after the date legend. This shows it was *not* added or counted. When it returns from the bindery and is then counted, the hyphen is changed into a plus. This same mark should be placed on the order card after the date of receipt as a process mark, testifying thus both in the book and on the card that the item has been counted.

If the volume has not been counted, but is sent to the bindery or elsewhere instead, this location should be written on the card in pencil to show where to find the book, since it will not be in the cataloging process. Some libraries maintain a file of transient order cards, labeled "To be accessioned." This file holds any cards for items delayed in accessioning for any reason, such as binding to be decided upon, work postponed for lack of time, etc. This file is generally small and easily examined, but its existence removes the risk of trusting to an assistant's memory of items in transit. It can be avoided only by clearing up all items daily, or by placing a duplicate of order cards in the main catalog or in the Books received file.[19]

P. 5. Cards for counted items are filed. The order cards for *purchases and gifts* are filed in the Books received file, in the catalog department. The *binding* cards are returned to the reserve file at the binding desk.[20] The *continuation* cards are sent back to the order department and refiled there to await the next sequent.

[19] See discussion of this in the Routine (D) for Book orders going out, step 11, Chap. 4, p. 78.

[20] See the Routine (L) for Binding returned, step 13, Chap. 5, p. 125.

P. 6. Counted items are distributed to the cataloging shelves. Here they enter the routine of the catalog department.[21]

After this point in the process two procedures are possible. In one, given under 7, the shelf-list card receives the data; in the other, given under 7A, the order card becomes the shelf-list card and the data thereon are thus carried forward.

P. 7. Shelf-list card receives source data. To the shelf-list card, which should give publisher and date as well as author and title for complete identification, is also added date of bill, source, and cost price, as well as any special fund on which purchased, and the serial identification number. These may be in a much abbreviated form.[22] The information on the shelf-list card is thus as complete as on an accession sheet; it takes no more time to make, and it combines all the data in one place. The shelf-list card thus supersedes the order card, which, after being used by the catalog department and perhaps for publicity, may be returned to the order department.[23]

The advantage of this method is that the shelf-list card is made out fresh and clean without the miscellaneous markings inevitable on an order card. A Library of Congress card may be used, thus making the shelf-list information as full as is bibliographically requisite. This method is preferable in a large public library where it is desirable to make use of any specially designed shelf-list cards to record added copies in departments or branches,[24] and to schedule the minimum re-

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[21] See Mann, Margaret. Introduction to cataloging and the classification of books. A.L.A., 1929, Chap. 13.

[22] The legend on the card may read "70616-17 19 Ja 29 ALA 419 2v" which means: the serial number of v. 1 is #70616 and of v. 2 is #70617, they were billed on Jan. 19, 1929, by the American Library Association at $4.19 for the two volumes.

[23] See the Routine (E) for Books ordered coming in, step 15: Final disposition of the original order card, Chap. 4, p. 94.

[24] See Mann, op. cit., Chap. 14.

placement number. The disadvantages are that a rewriting of all the bibliographic data and source items is necessary and that the order card, having been superseded, is likely to become ultimately a dead and useless tool. Having served so well up to this point, economy suggests that the order card be still further utilized rather than that it should tend toward an ultimate discard. This leads naturally to a consideration of the alternative procedure which is possible at this point.

P. 7A. Order card becomes shelf-list card. The order (or gift) card, now in the file of Books received, needs only to have the call number added to become a shelf-list card. The following suggested procedure may assist in adapting a cataloging routine to bring about this result.

On the process slip used in a catalog department, the call number is indicated as soon as it is assigned, with any other data such as subject headings, and from this the catalog and book (or charging) cards are made. It is advisable that the call number appear in the shelf-list soon after assignment, in order to avoid duplication. For this reason, in most routines the shelf-list card is made ready and filed as soon as approved. In a library using only one copy of the order card, and having many additions, a temporary slip should be inserted in the shelf-list to guard against duplicate call numbers. With fewer additions, the shelf-list cards may be kept in a current file marked "recently received," to which the classifier would refer before assigning the call number. If a temporary slip is used, it should give the call number, enough of the author and title to identify the item, the identifying serial number, and the name of the cataloger. This slip remains in the shelf-list until the order card, converted into the shelf-list card, replaces it. The order card undergoes this transformation after the book has been marked and sent on and the catalog cards have been made from the process slip. This process slip is then finally used to withdraw the order card from the file of Books received. Working from the

process slip, the order card has added to it the call number (including any copy number), the location, sometimes the subject headings, and the initials of the cataloger. It is now the shelf-list card. Statistics for classes, location, or other data are taken, and the card is filed in the shelf-list replacing the temporary slip.

Libraries which add many duplicate copies of one title may prefer to use a specially designed shelf-list card for them.[25] In this case the information may be transferred from the order card as outlined above under step 7. There is, however, nothing to prevent a library from carrying over the order card for fifty copies and detailing the distribution to agencies on supplementary cards. It may be very convenient to have the order cards together for copies bought at different times, with the complete purchase data readily available in the shelf-list.

In a routine with two order cards, as outlined in the Routine (D) for Book orders going out, step 1, and in Routine D step 11,[26] the main (or white) order card accompanies the book through all processes from the order department, and can at once be converted into the shelf-list card as soon as the call number is approved. Thereupon it can be filed without delay in the shelf-list, while the process slip or main catalog card insures the removal of the duplicate order card from the file of Books received, or from the main catalog.

This combined order and shelf-list card method is not new. It was foreseen in part in 1878 by Justin Winsor;[27] it was definitely outlined in 1895 by Willard H. Austin;[28] it was worked out in detail and described in 1903 and 1904 by

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[25] See Mann, op. cit., Chap. 14.

[26] See Chap. 4, p. 58-60, 78-79.

[27] Winsor, Justin. Shelf-lists vs. accession catalogues. Library Journal 3:247-48. September, 1878.

[28] Austin, W. H. (author now known as Willard Austen). Combination order and shelf-list slips. Library Journal 20:49-50. February, 1895.

Henry E. Bliss,[29] and further developed and described by him in 1913.[30] The method outlined in Routine P steps 1-6 and 7A, combined with previous routines, such as the Routines (A, D, and E) for selection and ordering,[31] is a unified and economical system. It combines two or more records; gives complete information at the place where it is most needed, in a form most convenient to consult; utilizes the greatest economy by escaping all save a few rewritings and repetitions of processes; and avoids the final discard of the order card. It is simple, yet adaptable.

This unified system makes the shelf-list the base of all the library records. The shelf-list card stands for the book. In the absence of the book itself, the shelf-list card contains or traces a complete record, so that the volume may be exactly identified. It is hardly necessary to point out here the many ways in which the shelf-list functions as the fundamental file on which many other records are based.[32] This method carries forward complete information in regard to the selection and ordering of the book with all the process marks, and deposits these data in the basic file. It does this without rewriting the record. It utilizes the same card throughout, so that there are no lost motions nor wasted material. One writing makes an adequate order card which develops into an effectual shelf-list card. The progress of the order card is simple and easy to understand, yet it is adaptable to the making of various records and the taking of statistics at any convenient point along the line. This flexibility may be illustrated by the fact that the accession statistics by purchase and

[29] Bliss, H. E. Economy in accession records. Library Journal 28:711-13. October, 1903; Accession records again. Library Journal 29:19-20. January, 1904.

[30] Bliss, H. E. Accession records economized and systematized. Library Journal 38:255-63. May, 1913.

[31] For Routine A, see Drury, Book selection, Chap. 10, p. 305; for Routines D and E, see Chap. 4 of this book, p. 56 and p. 81.

[32] Several uses of the shelf-list are pointed out in Mann, op. cit., Chap. 6.

gift are easily computed, while later class statistics by a resorting of the cards may be gathered from them. This method is advocated for use in all libraries except the smallest and those with untrained help, such as school libraries with student assistants. The larger libraries may adapt it to their use. It is especially efficacious in college and university libraries and public libraries of medium size with only a few branches.

Other methods of recording accessions. *The bill method* bases the accession record on the invoices as made out by the dealers, and either uses or refers to them. This method is being used in a number of the larger public libraries, but it is not common in college and university libraries.

When used for accession records, the bills in invoice form are checked, edited, stamped with accession or serial number (when one is used) and then either filed or pasted in a book. The procedure varies in the different libraries. The aim is to avoid the waste of time in rewriting the many entries on accession sheets, and in spreading out quantity orders over many lines. Bills for binding give the bound periodicals added in that way. Gifts are listed on a memorandum in the form of a bill, giving the name of the donor as well as the author and title of each item. Each item (or items in a lot) on each bill is assigned the next accession or serial number, or group of consecutive numbers. These are stamped before each title or lot, in the books, on the order cards, and on any other records as may be desired. Inclusive numbers can frequently be used on the bill. The total items on the bill are counted, tallied with the number of volumes, and entered on a tabulation sheet. These tabulation sheets record the number of volumes added, are cumulated monthly, and furnish the accession statistics by purchase and gift.

The bills are either filed or pasted in a book. If filed, they are arranged alphabetically by dealer and then by date. The name of the dealer and the date of the bill are entered in each

book. An abbreviated form of these entries is sometimes used as the accession or identification number; e.g., the third bill from Wilson in 1927 would be W3-27. Dealer and date are also entered on the shelf-list card, which becomes an index of these bills as it is of the accession book, when that form of record is used. If pasted, the invoices are arranged chronologically, so that the accession numbers are consecutive and can easily be traced. Various details of the bill system are given in the American Library Association *Survey*.[33]

One large public library has combined a daybook accession record by bills with a ledger analysis of book charges for nearly thirty branches and other agencies. This is accomplished by pasting the invoice (made out by the dealers on a special form provided by the library) on the left of a large loose-leaf sheet and extending the cost of each copy into a column for each of the designated agencies. Special forms of this kind are applicable to local conditions and should be studied by a librarian or order assistant who contemplates adopting a different system to attain certain results.

A method of recording accessions by bills is outlined in Stearns's *Essentials in library administration*.[34] It is simple and feasible, but has the inherent objection of maintaining a file of bills in the library for the single purpose of referring from the accession indication number.

The order card method files the original order card by the accession number stamped upon it. This method is used by several libraries. It is a card substitute for the accession book, having the same chronological consecutive arrangement. It saves the writing of the entry in the book and preserves the information in regard to acquisition. In practice, the number is stamped on the card and in the book as soon as the items of date and cost are transferred from the bill. The order

[33] American Library Association. Survey of libraries in the United States. A.L.A., 1927, v. 4, p. 62-64.

[34] Stearns, op. cit., p. 43-45.

card becomes a process card in the file of Books received, until the catalog cards are ready. When these are filed, the order cards are withdrawn and filed according to number in the accession file.[35] This method makes good use of the order card and saves rewriting the entry. But in fifty years or so these cards will have piled up even faster than a line-a-volume accession record. Storage must be provided for a card file which is seldom referred to and serves no other purpose. Card cases are expensive for simple storage, and occupy valuable wall and floor space. No cards should be withdrawn from this record, even if a book is withdrawn. It is good to use the order card and not destroy it. But, if it can be used in this way, it is better to go the step further and use it where its information will always be welcome—in the shelf-list, as has been advocated in Routine P step 7A.

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(in addition to those cited in text and footnotes)

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Advocates the shelf-list record.

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An answer to Mr. Winsor. Advocates the accession book method.

[35] Further data are given in Hopper, F. F. Order and accession department. Rev. by Cannon, C. L. (Manual of library economy, no. 17). 3d ed. A.L.A., 1926, p. 22-23.

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DEWEY, MELVIL. Simplified accession rules. In his Simplified library school rules. Library Bureau, 1898, p. 47-52.
For entry in a condensed accession book; with a sample sheet.

HOPPER, F. F. Order and accession department; rev. by C. L. Cannon. (Manual of library economy.) 3d ed. A.L.A., 1926, p. 21-23, Accessioning.

LIBRARY BUREAU. Library supplies. Library Bureau, 1926, p. 9.
Outlines a "simplified accession record: combination order, accession, and shelf list."

STEBBINS, H. L. Counting a library. Library Journal 47:715-16. September 1, 1922.
70,000 vol. counted in one forenoon.

Questions and Projects

1. Collect definitions of a pamphlet and compare them.
2. Discuss the terms used for the kinds of material other than books suggested here; e.g., do you think "pictures" a better term than "prints," "reels" than "films," etc.?
3. Discuss the advantages and disadvantages of a serial number over a plus mark as an indication of an accession count.
4. Put an order card through the routine (P) for a book from the point of sending it on from the order department until it becomes a shelf-list card.

5. Accession several typical books on the loose-leaf form, the condensed form, and the standard form. Which of these forms would you install in a small public library, a high school library, a college library? Why?
6. Compare the entries called for in the condensed accession book and the loose-leaf accession sheet. Which do you prefer under usual conditions? Give reasons.
7. Present arguments for maintaining the standard accession book. Would you modify these arguments after considering the accession record in relation to a public library of medium size? To a university library? How, and why?
8. Add to shelf-list cards the essential accession data for several typical books.
9. Accession several typical books by the bill method, described in Stearns's *Essentials of library administration;* by the pasted bill method described in the text.
10. Convert order cards for several typical books into an accession record by order cards arranged by the accession numbers.
11. Compare accession records with other business records, such as a daybook record, a hotel register, and others.
12. Rate the substitutes for the accession book in an order of efficiency, proportioned to various sizes of libraries, percentage of duplicates, etc.
13. Write a defence of the accession system which you favor.
14. What are the most important items to record about a book? List them in the order of importance.

CHAPTER IX

Mechanical Preparation of Books and Other Accessions

Collating, Cutting, and Marking Ownership
Inserting Charging Equipment
Marking the Call Number on the Back
Lettering
Labeling
Protecting the Leaves with Covers
Binding and covering
Preservation of bindings
Marking and Storing Accessions Other than Books

Since the scope of this textbook and its companion volume on *Book selection*[1] is to cover all the processes, with the exception of classifying and cataloging, in a book's progress from the first choice of the title, step by step, until the volume is ready for the shelf, the mechanical preparation of the books for the shelves and for use by the public is treated here.

Collating, Cutting, and Marking Ownership

Collating. Some libraries collate every book that is acquired; that is, each book is examined with care to verify that there are no missing pages, wrong signatures, or injuries of any kind. But under the stress of multifarious duties there is the liability of slackening the watch in the case of ordinary fiction and the less expensive non-fiction. The re-

[1] Drury, F. K. W. Book selection. A.L.A., 1930.

sult is that few public libraries now spend any time in collating the ordinary run of books. They wisely depend on catching errors in make-up through a casual turning of the pages in handling, and trust that imperfections will be made good if discovered within a reasonable time. The cost of time consumed in collation may easily amount to more than the cost of replacement. Very few books are found to be imperfect, and responsible publishers are always ready to make a defect good.

Most libraries, however, collate books which cost more than a certain amount, such as five dollars. Expensive, valuable, old, rare, and out-of-print books, therefore, should be examined with care. Books with plates may be also checked to insure completeness. Portfolios with loose plates, maps, and other separates should always be collated, as well as books added to special collections which aim at completeness.

New books, especially expensive volumes, should be "opened" by the collater to guard against breaking the back in the hands of a careless or violent reader. *To open a book,* it should be held with its back on a smooth table. First one cover and then the other should be let down; then, while the body is held up with one hand, a few leaves at the front and then at the back, alternately, are gently pressed down until the center is reached. After this has been done a few times, the signatures may be spread open at the stitchings. This time it is best to work from the center of the book toward either cover.

Cutting. The leaves which have not been trimmed in binding should be cut before the books are issued to the public. The best *instruments* for this purpose are either a six- or seven-inch spatula whose edges have been a trifle sharpened, or a six- or seven-inch bone folder. A smooth dull edge is more efficient than a sharp edge. If too sharp, a paper knife may cut down into the leaves. Care must be used. The cutter should be held nearly parallel to the fold

to be cut. The top folds should be cut all the way to the fold in the back of the signature.

The time for the cutting of the leaves varies according to the acquisition procedure in different libraries. The majority, however, seem to have it done after accessioning and before cataloging. It can be done as part of the collating process in the order department, or at any convenient stage up to the final placing on the shelf. In the larger libraries it has a fixed place as a regular task. In other libraries it is "pick-up work" for pages, student assistants, telephone operators, checkroom attendants, and loan desk assistants.

Marking ownership. *A property mark* of some kind should appear in every book owned by the library. This may appear in the obvious places, as on the back, inside the front cover, on or near the title-page, or inside the back cover. It is also advisable to have a secret private mark somewhere in the book which is not obvious and which indeed may well be so hidden as to be overlooked by the predatory borrower. Ownership has frequently been proved by this means after all other marks have been removed. This private mark is usually put on a selected page, generally one numbered below one hundred, and usually below fifty, in order to apply to small books and pamphlets. It may be repeated on each repetition of that number (as 23, 123, 223, etc.) or each multiple (as 23, 46, 92, etc.). Various schemes, which it would not be advisable to divulge, have been worked out by libraries for this purpose.

Property marks may be inserted in the books by rubber, perforating, or embossing stamps, by bookplates, and on book pockets. The label on the back of the book is also, incidentally, an indication of library ownership. The call number imprinted in gold or ink with binder's tools is rather difficult to remove, and thus remains a mark of ownership. Some libraries have their name stamped on the bottom panel of the back on all periodicals, volumes bound, and on all rebinds.

Such marks as these clearly identify library books wherever they may be.

The rubber stamp is the cheapest instrument for marking the books and provides the quickest method. Its mark, however, can be removed with ink eradicator, so that it cannot be considered a permanent mark of ownership. Rubber stamps are made for use with stamp pads, or with a self-inking device. The latter is more convenient for the marking of pages and plates. Good colors of inks for stamping are green, blue, red, and violet. Too much ink will cause a smudge, and constant care is necessary to avoid unsightly smears and offsets. Many libraries use the rubber stamp for pamphlets and for the reverse of plates. It is also convenient for marking the top and bottom edges of the leaves of a closed book.

The perforating stamp is the most popular instrument at present. It is the most expensive stamp but its mark is absolutely ineffaceable, neat, and not unsightly. It cuts small holes so arranged as to make the letters of the library's name. The wording should include the official name of the library, the place, and state. Care must be taken not to tear the leaf in operating the stamp, nor to obliterate any of the text. Unskilful use may mutilate a handsome page and upset all the efforts of the printer and publisher to make a fine looking book. As noted below, the defacement of the title-pages of beautiful and rare books may well be foregone.

The embossing stamp is less expensive than a perforating stamp and much more satisfactory than the cheaper rubber stamp. Yet its use is not as general as either, although it is less disfiguring. Perhaps the librarians feel that when they can afford something better than a rubber stamp they may as well graduate into the perforation class. The embossing stamp is equally ineffaceable, as the raised letters cannot be ironed out. Care must likewise be exercised in operating it, so that the leaves will not be torn. In addition, the mark should be placed at varying distances from the top of the

pages in the same book, to avoid bunching the raised letters in any one place. With all stamps it is desirable to have the legend well placed on the page, preferably parallel with the lines of type.

The location in the book of these marks of ownership varies. Practically all public libraries insert the mark on the title-page. To this they may add the pages selected for the private mark, and sometimes the first page of chapter one, and the last (or next to last) numbered page in the book. Special libraries with fine collections tend to avoid any mark on the title-page, and place identification signs on other pages. Book lovers shudder at the disfigurement caused by an extraneous stamp on a handsome title-page. It does seem as if this indignity might be spared the title-page, if sufficient marks of ownership are established elsewhere in the book.

Many libraries place marks of ownership on all inserts not an integral part of the book, such as plates, maps, and similar material, including illustrations that are simply pasted to signatures and not sewed in. The surest way of marking these is to have the perforating or embossing stamp encroach just a bit at the outer edge upon the printed portion of the plate. This is done on the supposition that library thieves will be discouraged from abstracting the print since the property mark will always show. It certainly injures the artistic appearance of the picture. Whether it prevents loss is uncertain, and some believe it is better to lose a few plates than to disfigure all.

Bookplates are increasingly common in libraries. They are nearly always inserted in the center of the inside of the front cover. Yet when the end papers are handsomely decorated or contain maps or other data, the bookplate should be placed on the next most convenient page, or tipped in so as not to cover any important matter. A bookplate already in a second-hand book should not be pasted over with the library's bookplate, but should remain exposed so that it may be exhibited

if desired. This may be done by inserting the new bookplate in another convenient place, or tipping it in at the top or side so that the one beneath may be seen.

Bookplates for libraries are of two kinds. The first is a simple mark of ownership, giving the name of the library, place, and state, with perhaps a space for the call number. If a gift, the name of the donor should appear on the bookplate. The second kind of bookplate not only gives the above information, but also has explanatory, expository, and hortatory remarks. These may take the form of suggestions for readers and recommendations as to reading.[2] It is not advisable to print thereon the rules of the library or the hours open, since these are subject to change. The study of bookplates is one of the fascinating by-paths on the bibliothecal road into which a librarian may turn with pleasure and profit. Here it can only be indicated as such.

In the routine of mechanical preparation it is necessary to insert the bookplate in each volume. The correct bookplate is most easily determined from the order card for purchased items and from the gift record for gifts and exchanges. In libraries with many special funds, each of which has a separate bookplate, it is necessary to observe source and fund more carefully than where one bookplate serves for all purposes. Bookplates for various funds may be kept separate by using guide cards in a handy tray or desk drawer. Either the order or accession assistant may have charge of the bookplates and lay the proper one in each volume for later pasting.

Bookplates may be either on plain or on gummed paper. The ungummed plates keep better, since they do not roll or stick together; but the gummed bookplates are applied more quickly and with the use of water only. A good library paste of a proper consistency for easy spreading is necessary for the ungummed plates. In both cases a pasting block the size of the bookplate makes for easy handling.

[2] Dana, J. C. A library primer. Library Bureau, 1920, p. 85-86.

Book pockets may also be used to display marks of ownership. This is, however, rather incidental to their main use as pockets for the book cards. Yet where strict economy must be exercised, the book pocket may act not only as card container but also as bookplate. Here likewise it is inadvisable to use the book pocket for rules or as a date slip.

Inserting Charging Equipment

Whatever system is used for charging books at the circulation desk, the necessary paraphernalia must be inserted in the book before it goes to the shelves. The usual appurtenances of the charging equipment are book cards, book pockets, date slips, and labels. These should be laid in the book along with the bookplate, by the order or accession assistant. They will then travel along with the book through all the processes and receive the accession or serial number, and the call number, as they are added to the book and the records. As soon as the call number is approved the shelf-list card may be made. At the same time the book cards and the book pockets may have the entries put upon them. These entries are written on by typewriter or in library hand. Sets are sometimes multigraphed or addressographed.

The book cards have any call number (which should include copy and volume number), author, and short title, and usually the accession or serial number. In systems which omit the call number for fiction, it is well to add not only the initials of the author but his first given name in full; this may prevent much wasted effort at the circulation desk. Some libraries add the cost of the book or the published price to the book card, so that the circulation department may have the information at hand for collection in case the book is lost. This item may easily be added by the accession assistant, the amount being taken from the order card or the entry in the book. Two *sizes* of book cards are in common use: the small

size, 12.5 x 5 cm., and the standard size, 12.5 x 7.5 cm. The smaller size requires less space for filing; the larger is convenient in systems where books are charged to the name of the borrower.

The book pockets may have the same information on them as the book cards; i.e., call number (except where fiction has none), author, title, and serial number. All entries should agree exactly with those on the book card. They are added as a check on correct slipping, and are placed at the top for ready comparison. They may be lettered instead on the end paper just above the pocket.

The location of the book pocket varies according to the system used or local library practice. It is most frequently placed on the back inside cover of the book, either in the center or in the lower right corner. It may, however, be placed on the front inside cover, especially if it is designed to function also as a bookplate.

The date slips accompany the book cards and the book pockets in all ordinary cases, and are tipped in near or opposite the book pocket at the same time that the book pockets are pasted. The better location is on the solid part of the book rather than on the cover, as it affords a firmer foundation for stamping. Ruled date slips are preferable to avoid wasting space.

The period of loan and destination of each book may be indicated in a variety of ways. Both must be settled before the proper marks can be put in the book. If the period of loan is a settled policy (such as all new novels are seven-day books for one year), the process is simplified. Book cards and date slips may be of colored stock or may be printed in different colors of ink to indicate varying periods of loan. The period of loan may be plainly entered on the date slip, the book card, the book pocket, or inside the front cover. A mark on the date slip is usually sufficient, unless the indication is part of the call number. Branches frequently decide

for themselves whether a book shall be "seven-day," "fourteen-day," or "not renewable." In this case, the indications are added when the book reaches the branch. A convenient way is to add an "s" or "f" or "n" in pencil to the call number on the book card and on the book pocket. This can easily be erased or changed when the period changes. This limited feature of the book's loan may also be indicated by some symbol or sticker on the back of the book.

The destination of each book when it does not go to the book stack is usually indicated as part of the call number, by stamping or lettering a significant additional word, as "Reference," an initial as "R," or some other symbol. Books in a children's room may incorporate a small "j," "y," or "+" as a prefix to the class or book number. The destination may be decided upon either when the book is ordered or at any point in the routine. It is essential, however, to know definitely where a book is to go when labels of different colors or shapes are used to indicate location. For example, a brown label may indicate the pay duplicate collection, a blue-bordered label, the open shelf collection, and so on.

Marking the Call Number on the Back

Call numbers are displayed on the backs of books in two ways: by lettering them on the binding, or on labels. Lettering directly on the book is becoming increasingly popular.[3] The label is applied when the other equipment is attached to the book; for all pasting is usually done at one time, after all decisions have been made. This is generally near the end of the cataloging process. The items to be pasted—the bookplate, the book pocket, the date slip, the label, and any other slips—have been laid in the book as it has traveled through

[3] Book labels. Wisconsin Library Bulletin 12:444-46. December, 1916. American Library Association. Survey of libraries in the United States. A.L.A., 1927, v. 4, p. 147-49.

the ordering, accessioning, and cataloging processes, and all can be affixed at the same time. *Pasting machines*[4] and *moistening devices*[5] are on the market and may be utilized as labor savers.

Some fine bindings may be exempted from marks and labels on the back, but this non-conformity is possible only in special cases or in collections.

Lettering. Call numbers may be lettered on the binding by the use of various media, such as gold leaf, carbon, colored sheet, and ink. They should be placed at a uniform height from the bottom of the book, for ease in reading on the shelves. Various good heights are mentioned a little further on in discussing labeling.

Gold leaf is used by binders in stamping titles on books. It is not difficult for libraries to have the call numbers stamped on by the binder when books are bound or rebound. It is also possible for libraries to install the same method and stamp the call number in the designated spot on the back of the book with heated brass type and gold leaf. But the practice is limited to a few of the larger libraries.

Carbon is still more infrequently used, as it is applied only to books in very light colored binding on which it will show better than gold. Printer's ink may also be used. It is best put on the face of the type with a roller.

Colors are now being applied with a hot point stylus on all kinds of binding, being transferred from a paper sheet which comes in narrow rolls or reels. Not only gold, but other colors, such as white, yellow, and similar shades which show up well, may now be procured.[6] The call number is lettered directly on the back as if it were being done with pen and ink. There is no need of removing the sizing beforehand,

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[4] Manufactured by such firms as the United States Gum Tape Co.

[5] Such as "Acme," "Ideal Sanitary," "The Only Sanitary," "Peerless." A felt moistener is sold by such firms as Gaylord Bros., Syracuse, N. Y.

[6] Sold by such firms as Gaylord Bros., Syracuse, N. Y.

nor of shellacking afterwards. Mistakes are easily corrected by melting out the gold with the hot point of the stylus. The stylus may be heated electrically or with an alcohol lamp.

Ink is commonly used for lettering the call numbers with a ball pointed pen. Black waterproof ink can be used on light bindings, white ink on dark bindings. To make a good-appearing, uniform job, a foundation is commonly prepared for the white ink. A piece of flexible sheet brass may have a rectangular stencil cut from it at the height of the proposed label. This stencil is laid over the back of the book at the proper place, the sizing is removed with ammonia, the opening is dried, and then a band of black India ink is brushed across the opening. When this ink has dried, the black surface is ready for the call number to be lettered on with white ink or white showcard paint of an opaque dull finish. When this in turn has dried, the label, as indeed the entire back of the book, may be shellacked or varnished.

Labeling. Labels are attached to the books in many libraries without any attempt to remove the sizing in the binding cloth. Others take special pains to have the labels adhere and remain in place. The most complete method is outlined here, and modifications may be made to suit local conditions.

1. All labels used in the same library should be of the same size and shape. Paper labels come in colors, such as buff, which may be preferable to white. It may be of advantage to distinguish collections by a different color or border. Cloth labels probably wear longer than paper labels.

2. All labels should be attached at a uniform height from the bottom of the book. Three inches, or the height of a catalog card, from the bottom of the book to the lower edge of the label is a good height. Mr. Dana, in his *Library primer*,[7] advocates four inches, in order to place them above the reach of the fingers of readers when the book is held open in the hand, and thus to avoid rubbing and soiling. An inch

[7] Dana, op. cit., p. 133.

and a half is recommended by the American Library Association Bookbinding Committee. Uniformity is the essential thing. Sometimes, however, this cannot be maintained when the label would cover essential lettering on the back of the book.

3. The sizing on the back of the book where the label is to go should be removed with strong ammonia washed on with a camel's hair brush or a cloth. In a few moments the spot may be wiped with a dry cloth. The difficulty attending this operation is to avoid disfiguring the binding beyond the edge of the label. This may be obviated by using a marker as described by Miss Stearns:[8] "To secure the best results, cut from celluloid or photograph film a square with a diameter equal to two inches, plus the diameter of the label. Cut a hole exactly in the center, the size and shape of the label, and the marker will be accurate, no matter which edge is placed at the bottom of the book." The above dimensions are for a round label placed an inch and a half from the bottom of the book. The figures must be revised for other heights.

4. The label, being already gummed, is moistened in a sponge cup, or dipped quickly in warm water, pressed into place on the book, and rubbed firmly with cheese-cloth until it adheres. If it does not stick, a little paste should be applied along with the gum.

5. The call number should be printed in best library hand upon the label, which should be thoroughly dry before being written on. A black waterproof ink should be used for the call number. This also should dry thoroughly.

6. The label, as well as a slight margin around it, or better the entire back of the book, should be varnished with white transparent shellac. The shellac should be quite thin; this is accomplished by adding denatured alcohol. A bottle of each

[8] Stearns, L. E. Essentials in library administration. 3d ed. A.L.A., 1922, p. 42.

should be kept and a mixture made in a small dish as needed. The shellac protects the label, which can be washed and thus kept clean and legible. Labels treated in this thorough fashion seldom come off.

7. The label should be trimmed if the book is so thin that the label overlaps the hinges. If there is no room for even a trimmed label, or for the call number to show, the label should be placed on the upper or lower left corner of the front cover. These are the usual places for pamphlet labels.

8. Labels must sometimes be removed. If they have been shellacked, the varnish must first be removed by an application of ammonia. After the shellac has been cut through sufficiently to reach the paper, a piece of blotting paper the exact size of the label should be soaked in water and pressed firmly on the label. In about ten minutes the label will come off with the blotter. Or the label may be softened by a dressing of a mixture of two parts water and one part ammonia, and removed after five or ten minutes with a dull knife. The label should never be scraped off with a knife without first soaking, as the binding is likely to be injured.

Protecting the Leaves with Covers

An important feature of preparing the books for the shelves is to make sure that each volume is in proper condition and adequately protected for rubbing against other books and for circulation. A safe rule is that no volume shall reach the shelf in an unprotected condition. The universal system of shelving and stack storage is based on the assumption that a volume is bound in the usual manner and will stand on its own bottom edge. The aim of most libraries is to fit to this scheme all the book material which comes into the library.

Binding and covering. *Books* are therefore bound. The materials selected for the covers of books are treated in the manuals on binding and need not be considered here.

Pamphlets are made into books by regular binding, by stapled or stabbed binding, or by insertion in pamphlet covers. The decision to treat in one of these three ways is perhaps best made when the pamphlet is selected for book treatment. Pamphlets which are not treated as books usually go into boxes on the shelves or into folders in vertical files. In either case they are given slight mechanical preparation. Stamping to indicate library ownership is usually all that is necessary. If the color-band system of filing is adopted, these color-and-position marks[9] should be added as part of the preparation routine.

Books in paper covers must be converted into bound volumes in one of the regular ways if they are to circulate. If not likely to have heavy wear they may be strengthened for shelving by pasting inside the front covers light cardboard which is attached to the body of the book with a cloth hinge. A back of binders' cloth strengthens it further and gives a good finish to the job. *Periodicals and books in parts* must be assembled and kept together as volumes. The most used must be bound in the regular way. The expense of binding since the war has caused libraries to try cheaper methods of protection. Periodicals, therefore, which will not be referred to very often, but which must be kept available, can be bound together in a machine-sewed volume for about half the price for a regularly sewed volume. Such processes cut costs at various points, and are known by such trade names as "economy," "savalot," and "flush" bindings. A library may gather its magazine numbers together by lacing them into stiff covers.[10] Such a method is particularly useful where a number or so is lacking, with small prospect of filling the

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[9] Dana, J. C. The color-and-position method for filing pamphlets . . . and other material. (Modern American library economy series) Wilson, 1918. See also his Library primer. Library Bureau, 1920, p. 146-48.

[10] Drury, F. K. W. "Home brew" binding to cut costs. Library Journal 47:20. January 1, 1922.

gap. It takes care of the volume on the shelf until the lacuna is filled and the volume is complete. As a last resort, where funds are lacking, paper bound books and periodical volumes may be wrapped in stout manila paper or bulldog tag, tied with tape, labeled on the outside, and stood on the shelf. Such a proceeding violates the theory of binding and shelving, and usually reaps a whirlwind of dirt and torn paper. It is not recommended as adequate protection or preparation for the shelf, though it serves temporarily. A better plan is to use pamphlet boxes.

Portfolios and extra large volumes, such as newspapers, atlases, and art books, come outside the category of the ordinary book, whether octavo, quarto, or even folio, standing on its bottom edge. Such large, heavy volumes will not stand well upon their edges, and are usually laid flat on extra wide or double shelves, or best on roller shelves. In shelving, a dummy may be necessary, though the quarto or folio indication may be sufficient.

Preservation of bindings. *Cloth bindings* are usually well protected by the sizing in the binder's cloth. But if undue wear is expected, a coating of shellac or quick drying lacquer will give added service. It is not usual for libraries to put this on ordinary books. Books in light colored bindings or with a handsome or appropriate picture on the front cover should, however, receive a coating of shellac or lacquer. This protects and keeps the cover clean, as dirt may readily be washed off. It is so important to guard against dirt that some books may be obtained ready waxed or shellacked.[11]

Few libraries now put paper covers over the cloth bindings, though this drab effect was much in vogue at one time. The practice certainly kept the covers clean, afforded a surface for the call number on the back, and may have lengthened the life of the book by strengthening the hinges, but it

[11] Offered by such firms as H. B. Huntting Co., Springfield, Mass., and A. C. McClurg & Co., Chicago.

took away every bit of the psychological or advertising value of colored cloths and attractive exteriors of books.

Leather bindings are seldom treated for preservation. Yet the treatment of the leather on old books as they are acquired may certainly be part of the mechanical preparation for the shelves. It is, moreover, an essential part of the good housekeeping of the books on the shelves, though usually postponed to some more convenient season.

The evaporation of the oils in leather causes it to decay, to crumble, and to split. The restoration of oil tends to preserve the leather, but of course there is a point beyond which no amount of oil will save a tearing hinge. Extensive study of the problem of preservation of leather in book bindings has been made for many years by competent librarians, and the general opinion seems to favor the use of a combination of neatsfoot oil and lanolin. Vaseline and other mineral oils have been used for the purpose but many librarians feel that mineral oils lack the advantages of the use of animal oils, such as neatsfoot and lanolin, in restoring life to an animal product such as leather.[12] The opinion of librarians is supported by the experiences and investigations of the Leather and Paper Division of the United States Bureau of Chemistry of the Department of Agriculture and of United States Bureau of Standards. Both the lanolin and neatsfoot oil should be high grade, free from acid and mineral oil. The following treatment is recommended by the American Library Association Committee on Bookbinding:

"Take four parts of lanolin, warm slowly until it becomes fluid; then add six parts of neatsfoot oil and mix

[12] See Wire, G. E. Leather preservation. Library Journal 53: 586-89. July, 1928, where he reports his methods and results with Lucelline, a commercial vaseline made by the Lucent Oil Company of Philadelphia. Other preparations have also been used, such as Leathervita, Petrolatum, and Viscol. The formula of neatsfoot oil and lanolin given in the text is available commercially from such firms as the National Library Bindery Company of West Springfield, Mass., who manufacture it as Nelbco Leather Book Preservative.

thoroughly. When cool and about the consistency of heavy cream this may be applied with a flat varnish brush, with a cotton pad or small cloth, taking care to apply it only to the leather, and let the book stand until the oil is absorbed. Polish with a soft cloth or with the palm of the hand. To give an added polish after the above treatment, apply a little castor oil and polish with a chamois or sheepswool polisher."

A more expensive preparation is in use at the British Museum,[13] but it has been found no better than the mixture of neatsfoot oil and lanolin. Saddle soap has also been used with satisfaction; it is good for cleaning the leather before applying the oily preparation.

Marking and Storing Accessions Other Than Books

The other kinds of material which come into a library, besides books and pamphlets, must receive mechanical preparation for storage. Some methods may be suggested here.

Broadsides, leaflets, clippings, maps and *plans,* and *prints* are generally most conveniently placed in folders and filed in a vertical file. Marks of ownership should be placed on them and the call number written where it can be readily compared with the entry on the folder. If mounted, cards of uniform size should be adopted. Warping may be prevented by using a dry mounting tissue.[14]

Manuscripts are best handled by being made up in book or portfolio form and treated as a regularly printed volume.

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[13] See British Museum Quarterly for January, 1928: Lanolin (anhydrous) 7 ozs. avoir., beeswax ½ oz. avoir., cedarwood oil 1 oz. fluid, hexane 11 ozs. fluid. Dissolve wax in the hexane in a warm place, keeping it away from naked lights as the hexane is very volatile and easily inflammable; add the oil and lastly the lanolin which has for convenience been previously softened by warming. Shake thoroughly before using.

[14] Manufactured by such firms as Adhesive Dry Mounting Co., 27-28 Fetter Lane, London, E. C. 4, England.

Plates from which prints are made are best kept in shallow drawers. The call number for these is best printed or painted on the wood block, or on the metal if unmounted.

Music may be treated as books, or kept in a vertical file. The mechanical preparation is little different from that for books and prints above.[15]

Rolls for player-pianos are best kept in the original boxes and stored on shelves with one end facing out. The call number is placed on the end of the box. Marks of ownership, accession or serial number, and call number are placed on the roll itself. A book card with call number, composer, title, and accession number accompanies each roll, if they are to circulate.

Records for phonographs may be stored in various ways. The simplest is to keep each in its original paper cover with the circular center exposed, and to file them on edge with frequent partitions to keep them upright. Another good method is to keep them in albums which would then stand as books on shelves or in a cabinet. A third method is to use a vertical file, while another is to have specially designed boxes for the records. On each record the call number and the accession or serial number should be placed on a label pasted in the center circle. It is also possible to inscribe these in this space with the hot point of an electric or heated stylus. The call number and identifying data should also be placed on the containing folder. The color-band system can also be used effectively here.

Films of motion-picture reels should be kept and stored in the metal boxes in which they are sent out. They are best marked by painting the call number on the edge of the box. Reels stand either on edge, or flat. If on edge, two parallel rods are better than a shelf, but few libraries as yet have

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[15] See Wallace, Ruth, ed. The care and treatment of music in a library. A.L.A., 1927. See also some of the Selected references and Aids in selecting special material in Drury, Book selection, Chap. 9.

provided such special equipment. Films of photographs are most easily filed in folders and kept in vertical files. Glass negatives are stored in pasteboard boxes.

Slides for stereopticons are usually stored in slotted boxes or trays. The call number should appear on each, together with a title and accession or serial number. This method requires that each slide be lifted out and held to the light. A much more convenient arrangement for finding the slides wanted is a frame which holds about sixty slides in such a way that all may be held to the light at once and the desired slides chosen. A cabinet to hold such frames stores from twelve hundred to fifteen hundred slides for quick reference.[16] These slides should likewise have call numbers, and be arranged in the frames by them.

Museum objects should have a mark of ownership and a label with a call number on some part. This is not possible for medals and coins, but these marks should be on all containers.

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[16] Cabinets of this sort are made and sold by such firms as Prof. G. S. Moler, 408 University Ave., Ithaca, N. Y., as the Moler sectional lantern slide cabinet; and the Multiplex Display Fixture Co., 918 North 10th Street, St. Louis, as the Multiplex slide cabinet.

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Questions and Projects

1. How can you justify to the trustees the collation of every book added to a public library? Why?
2. Collate some books with bibliographic thoroughness.
3. Familiarize yourself with binding processes so as to know on opening a book whether it has been properly bound. What features determine good or bad bindings?
4. Study the physical make-up of books so as to work intelligently with folios, quartos, octavos, and other folds of signatures.
5. Would you place marks of ownership on the title-page of a finely printed book in a public library? Why?
6. Work out some simple schemes for entering private marks on a selected page or pages.
7. Lay out a course of reading and study in order to become familiar with bookplates. (This project contemplates special reading outside of school or library hours.)
8. What kinds of printed matter may suitably be placed on a bookplate or book pocket?
9. Design a combined bookplate and book pocket for a medium sized public library; for a university library.
10. Which is more efficient: to have the book pocket on the front or the back inside cover? Why?
11. Which method of marking call numbers on the back of books do you prefer: by gummed labels or by lettering on the binding? Why?
12. What do you think is the best height for the call number on the back of a book: At the very top, above the title? In the middle? Near the bottom? At what special height? Give reasons.
13. What considerations enter into making a book out of a pamphlet?
14. Work out a routine to insure the application of preservatives to leather bindings.
15. Suggest other methods of storing the various materials other than books, either on shelves or elsewhere.
16. Take a half-dozen books through the mechanical processes of preparation from collation to labeling.

CHAPTER X

Office Management

Correspondence and Shipments

- Incoming mail
- Incoming shipments
- Outgoing mail
- Outgoing shipments

Filing

Bookkeeping

- Definitions
- Routine of bills
- Correction of bills
- Daybook record
- Ledger accounts
- Budget

Equipment

- Lay-out of room
- Furniture
- Supplies and utilities
- Aids in correspondence
- Aids in accounting
- Reference collection

Correspondence and Shipments

Incoming and outgoing mail, express, and freight must be handled in a library and the bulk of such material centers in the order department. A central receiving place is desirable, particularly in the larger libraries. In smaller and medium sized libraries this point is usually the office of the librarian. In larger libraries, because the periodicals comprise the larger part of the mail, the rest of the incoming mail gravitates toward the periodical desk. Here it may all be sorted into first-class mail or letters, second-class mail or periodicals, third-class mail or circulars, and fourth-class mail or parcels. The incoming shipments are by local delivery, express, or freight.

Outgoing mail may likewise be centralized into outgoing

letters, circulars, and parcels. If the library publishes a regular bulletin, it may be entered as second-class mail matter. Occasional outgoing shipments are also made by express and freight.

Incoming mail. *Letters* should at once be sorted out from the rest of the mail. Most libraries follow the practice of business houses and ask that official mail be addressed to the institution or the librarian instead of to any assistant personally. This procedure can well be appreciated by librarians, since the same rule is followed in cataloging under office rather than officer. Letters may thus be assembled upon receipt and opened in one office. Some librarians wish to see all incoming letters as a means of keeping in touch with the work of the library in all departments. The letters are then distributed to the person on the staff who can best attend to the business involved. In this way the order department and its various divisions receive the letters, bills, and other documents which come by first-class mail. If the letters are not opened in a central office, those relating to order department business may be turned over directly to it. The date of receipt is usually stamped on the letter, perhaps in the upper right or left hand corner. This is in keeping with the belief in dates advocated for all order records.

Periodicals should be sorted out at the periodical desk. Circulars and parcels are set to one side. The periodicals are then put through the Routine (H) for Periodicals checked in.[1]

Circulars should be sorted out from the periodicals and turned over to the selector. Most of the circulars are advertisements of new or old books. The selector may be the librarian, the assistant librarian, the reference librarian, the chief of the order department, or some other assistant. These suggestions for purchase form part of the aids in

[1] Outlined in Chap. 5, p. 108.

book selection and should receive attention as they may deserve.[2]

Parcels received through the mail should likewise be sorted out from the periodicals and circulars and turned over to the order assistant in charge of incoming shipments. After entry (as detailed below) and identification, the contents should be disposed of according to requirements: volumes for the library by purchase or gift enter the Routines (E) for Books ordered coming in[3] or (M) for Gifts coming in;[4] volumes for other departments or divisions are turned over to the proper desk; e.g., borrowed books returned by mail are forwarded to the circulation desk. It is nearly always advisable to cut out and insert the mailing label in parcels until they are identified beyond peradventure.

Incoming shipments. Books, pamphlets, supplies, equipment, and all miscellaneous items come to the library by parcel post, express, freight, or local delivery. In a small library it is easy to keep track of the important deliveries. In a large library some record is advisable to show delivery. It need not be elaborate, but it must be complete. In general practice two records only need be kept: one for freight, and one for all others. This distinction is made because the freight shipments are usually delivered and signed for at one receiving place; the others center in the order department and are signed for there.

A convenient ruling in a blank book for recording the receipt of all shipments is shown on the forms herewith. The receiver of freight enters those shipments and they are checked off as opened. The receiver of parcels opens them as they come, and enters the contents as each parcel is opened.

Outgoing mail. *Letters* going out from the order depart-

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[2] Circulars and announcements as aids are discussed in Drury, Book selection, Chap. 9, p. 253.

[3] See Chap. 4, p. 81.

[4] See Chap. 6, p. 133.

Date received	Transportation	Costs	Sender	Address	Contents
12 Ja'28	Big 4	collect	Agent's name	city	3 boxes bks

FORM 18: RECORD OF INCOMING FREIGHT SHIPMENTS

Date received	Transportation	Costs	Sender	Address	Contents
12 Ja'28	Exp	Prepaid	Donor's name	City	Title of book
"	Parcel post	Pd	Agent's name	City	Title of book

FORM 19: RECORD OF INCOMING SHIPMENTS BY PARCEL POST, EXPRESS, AND LOCAL DELIVERY

ment deal chiefly with orders, reports, and errors. The fewer the errors made, the less the correspondence. Accuracy in the first place reduces further writing to a minimum. Requests for gifts and exchanges may initiate these forms of accessions. As suggested elsewhere, instructions to agents as to billing and shipping may be printed on the order form.[5] Or they may accompany each order by being typed thereon, or as a separate form letter. Reports on orders must be accepted or rejected. Requests for further quotations must also be written.

Other letters deal with matters which come up in connection with shipments received. Shorts, imperfect books, wrong titles, different editions, duplications, errors on the bill of overcharge or undercharge—all these and many other details comprise the daily correspondence of the purchasing division.

In the serial division the letters deal chiefly with failure to receive copies (usually handled by a form postal or letter), or with complex errors in regard to subscriptions, expirations, duplicate copies, and many other puzzling subjects. In writing about these errors, it is important to have an acquaintance with the processes involved in filling orders and subscriptions, so that a reasonable guess as to what occasioned the mistake may be made. For this reason it is desirable that an order assistant visit book dealers, jobbers, periodical subscription agents, and other sources of library purchases, and become familiar with the methods employed.

It is further of extreme importance that the library *correspondent put himself in the place* of the one receiving the letter he is writing and visualize its effect upon the reader. This analysis of the situation clarifies the writing and causes him to include all the necessary data. Nothing is more annoying than to receive a letter that cannot be correlated with any previous correspondence. Librarians are reported to be grievous offenders by asking replies on matters not

[5] See Chap. 2, p. 23-24.

clearly identified. In a follow-up letter it should be assumed that the previous letter or order has gone astray or been mislaid; therefore all essential points should be repeated.[6] Then the order can be filled even if the original is lost, and no second or third letter need be written. The Golden Rule may be effectively applied to business correspondence.

In preparing to write a letter, the first step is to *note the points* to be covered. Notes in regard to an order should be on the back of the order card, for it is the base of all the order records. All items are transferred to it from the bill, all reports and quotations are entered on it, and all correspondence should be digested upon it. The whole story is then in one place for future reference.

It is advisable to write or dictate all the correspondence at one time. This conserves the time of the assistant and of the stenographer (if one is used), and enables the work of the day to be more effectively planned.

In writing about a number of items, a separate paragraph should be devoted to each to avoid confusion. Two methods of *designating a title* are in good favor. One is to give the title a separate line in the letter, indenting it five spaces so that it will stand out clearly and distinctly. The other is to use the red ink ribbon for the title, thus making it the obvious subject of the paragraph. *Form letters,* or form paragraphs for parts of letters, are frequently possible for many routine matters, such as claims for shorts, follow-ups, duplicate bill required, and other necessary repetitions. Conversations about orders either in person or over the telephone should be jotted on it and a carbon copy of the reply should likewise be recorded.

A study of wording and phrasing as applied to letter writing repays an ambitious order assistant and adds to the effec-

[6] The same principle is the rule in follow-up newspaper stories; a restatement of all essential points, on the theory that the reader has not seen any previous issues.

tiveness of the order department. A few good books on this subject are listed in the selected references at the end of this chapter.

After a letter has been answered, the date of the reply should be jotted on it and a carbon copy of the reply should be put with it. Both letter and carbon should be marked for filing if it is desirable to keep them. Many letters need not be kept if properly digested on the order cards.

The signature to a business letter from a library may be in the name of the institution rather than of an officer. The form may well be:

BLANKVILLE PUBLIC LIBRARY
By *L. W. Bookman*
Librarian

Second-class mail includes any regular publications of the library entered as second-class matter, such as a monthly bulletin. In colleges and universities it may include the mailing of periodicals published by the institution. Generally, however, such mailings are handled by the publishing office and the library distributes only some exchanges.

Printed matter is mailed either third or fourth-class (parcel post), depending on the weight of the package. Everything over eight ounces goes as parcel post, unless it is first or second-class matter. Parcels must also not be sealed unless it is expressly *printed* on the label: "Postmaster: This parcel may be opened for postal inspection if necessary." Writing, typewriting, or handstamping this legend does not meet the requirements. Librarians should be familiar with the merits of the various ways of sending parcels, so as to decide intelligently between parcel post and express. Parcel post packages must be sent prepaid and no guarantee of receipt is given unless the parcel is insured. Losses are indeed few, but when they occur the settlement is slow, owing to the processes involved in proving the loss. Loans of books

to other libraries and persons in the same state should be mailed under provision 444½ of the *Postal laws and regulations* for which privilege every library should apply.[7]

Outgoing shipments. *Express* shipments may go prepaid or collect, and a receipt is secured at each end. For valuable parcels it is thought to be safer than parcel post and on lost shipments the settlement is quicker. For shipments of a value not exceeding ten dollars the third-class rate for books and printed matter of eight cents per pound, minimum charge fifteen cents, should be specified.

Freight shipments are made in sending books to a bindery or in disposing of books in large enough lots to require a case or box. For the transfer of books to and from a bindery, special cases or trunks have been found a convenience. Truck service between nearby cities is a convenient substitute for railroad freight. Like the express company, the motor truck companies call for and deliver the goods. This is an advantage for a library which has no delivery truck and must pay cartage to and from the freight station. Receipts for goods are also given for freight shipments which may be sent prepaid or collect. The slower service is offset by a lower rate. If much shipping is done, it is advisable to have at hand a schedule of the rates on books to the principal points.

Filing. The method of filing correspondence may be based on any one of five different systems: alphabetic, chronologic, geographic, numeric, and by subject. These are discussed in detail in the books mentioned in the selected references at the end of this chapter.

For use in the order department, perhaps the *alphabetic method* is best. Each regular correspondent is given an individual folder. In it the letters are arranged chronologically from the bottom up, so that the last one is on top. If fre-

[7] Lower postal rates on library books. Libraries 33:415. October, 1928; Book post bill signed. Library Journal 53:562. June 15, 1928.

quent correspondence congests a folder, the letters should be subdivided by months. For this a set of monthly folders is used, preferably of a distinctive color. Letters from occasional correspondents are filed together in a miscellaneous folder standing *after* the individual folders under each letter. Thus if no individual folder is found by the filer, the letter is filed in the miscellaneous folder. When a fifth letter is to be filed (two letters and two replies being already in the miscellaneous folder) an individual folder should be made for that correspondent.

Transferring from active file to storage is a difficult matter which should be studied in the light of the needs of the library. The books in the selected references give data on methods and principles.

Bookkeeping

Definitions.

A *bill* is the account of goods sold with the charge for them.

An *invoice* is an itemized list of goods sold with the charge for them.

A *voucher* is a receipted bill or invoice which shows that the items thereon have been paid for.

A *check* (or cheque, in England) is a written order directing a banker to pay money.

A *warrant* is a written order authorizing the treasurer to pay money, usually at a bank.

A *voucher-check* (or voucher-warrant) is a written order directing a banker (or treasurer) to pay an amount which is the total of bills specified thereon, and the endorsing of the voucher-check by the payee automatically receipts the bill. This voucher-check may list all the bills of a dealer for the month, after they have been approved, as in the Routine (E) for Books ordered coming in, step 11.[8]

[8] See Chap. 4, p. 90-91.

A *requisition* is a formal application asking that an order be issued for certain goods. If the order results, an invoice or bill is rendered.

From the above definitions it appears that invoice is the more correct term for an itemized bill. A bill need not be itemized; an invoice must be. Either can become a voucher. Frequently an invoice form is termed a voucher because it is expected that the itemized list will be approved and receipted in due course and thus become a real voucher.

Routine of bills. The record of the bills in process through the order department is set forth step by step in the Routine (E) for Books ordered coming in, and need not be repeated here.[9] For bookkeeping purposes the essential records are (1) entry in daybook, (2) deduction of estimated cost, (3) posting to ledger. From Routine E it is apparent that any bill in the hands of the library should be in one of four files except during the periods in which the information is being transferred to the library records. These four files are:

File 1: (E step 1) Bills awaiting books
File 2: (E step 5) Bills certified
File 3: (E step 10) Bills ready for payment
File 4: (E step 5) Bills held for correction

Correction of bills. In handling a bill which needs correction, the first steps are to find out just what is wrong, where the mistake occurred, and how best it can be adjusted. The error should be indicated plainly on the bill, and recorded on the order card, indicating even a billing for an entirely different item. This entry on the back of the card will be explained when the correct item comes. From the full information at hand, a letter should be written to the agent, notifying him of the error found and proposing a reasonable adjustment. It pays to play fair with an agent, to be cour-

[9] See Chap. 4, p. 81.

teous and accommodating, to assume a fair share of blame in the matter. Reasonable requests are seldom refused; better service results from a generous spirit.

An additional charge should be asked for if an undercharge is discovered; or conversely, a credit for an overcharge. Occasionally the return of an item for credit may be requested. When allowed, and the credit is received, the memorandum of credit should be entered in the daybook and all records, in red (or in ordinary ink with the amount encircled in red). After being put through all the bill steps in Routine E, the credit is joined up with the bill on which it applies, the amount of the credit is subtracted from the bill "as per credit of (a given date) attached," and the whole is forwarded for payment.

Sometimes a large bill would have to be held long past the thirty-day period before the credit could be adjusted. In such cases, the item under correspondence may be transferred to a separate bill which is held in File 4: Bills held for correction, while the large bill goes forward with the charge deducted. This last method may occasion trouble with the accounting departments of agents if voucher-checks are used, since the amount listed for a bill of given date does not agree with the amount on their books and cannot be readily checked off as paid. Agents should therefore be notified in detail when such transfers and changes are made. It is well to have extra carbon copies made of such letters, one to attach to the bill, one to go in the files, and one to be inserted in the book while it awaits correction.

If the correction is obviously simple, a credit may be deducted at once, or an additional charge added. In such cases the dealer should be notified by letter, giving the invoice date and number (if any) and the total amount of the bill; the item itself with the amount at which billed; the correction with the amount deducted or added; and finally the new total of the bill.

It should be an axiom of the department that no bill be approved for payment until every item on it can be certified as correct.

Daybook record. A daybook is so much a record of bills approved for payment that it is usually called a "bill-book." Very few, if any, bills receivable appear in it; generally only a few credits need be entered. Money from fines and sales may appear weekly or monthly. But the entries which bulk largest are the bills.

Bills are perhaps most conveniently entered in the Routine (E) for Books ordered coming in, step 12, after they have been certified, analyzed, and approved for payment.[10] The entry of them upon receipt in Routine E step 1, keeps track of all bills better and makes the checking up of a statement from an agent much easier. But the analysis of the charges into the ledger accounts is subject to much later revision. So that the entry when ready is a simpler process for bookkeeping purposes. In either case, the posting to the ledger should be made just after the bill has been forwarded for payment.

A simple form of entry based on the ordinary ruling of a daybook may be as shown overleaf.

A variant form of the daybook record is to sort the bills first by dealer, instead of as they come in a general bill-book. In this case a loose-leaf page is given to each dealer and the entry is made at the same point in Routine E, either step 12 or step 1. The last column gives the date sent on and the accounts are analyzed by funds in the same way and posted to the various ledger accounts. This plan may be made even simpler by recording only the date of bill, the amount, and when forwarded.

This record may also be kept by filing a typed list of bills sent forward to the treasurer. Such a memorandum may be sufficient for small and even medium sized libraries. Then

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[10] See Chap. 4, p. 91 and p. 82.

Date of bill	Posted	Agent	(Identifying item or order number)	Account	Amounts	Date forwarded
29 Je'29						
27 Je 29	✓	McClurg	#3069	Reference	13 43	3 Jl '29
20 Je'29	✓	Stechert	#3024	Art	6 73	3 Jl '29
24 Je'29	✓	A.L.A.	Mudge	Ref	4 00	3 Jl '29

FORM 20: DAYBOOK FORM FOR ENTRY OF BILLS

DEALER McClurg, A. C., & co. Chicago

Date of bill	Posted	Account	(Item or order number)	Amounts	Date forwarded
27 Je'29	✓	Reference	#3069	13 43	3 Jl '29

FORM 21: VARIANT DAYBOOK FORM FOR ENTRY OF BILLS

by using the printed financial blanks procurable from library supply houses, the accounts of the book and other funds may be kept in a simple but effective form.

Ledger accounts. The ledger is the classified record of accounts. The items are analyzed in the daybook, showing to which accounts they are to be charged. From the daybook each amount is posted to the designated ledger account.

Date	Agent	(Items)	Credits	Charges
1929	Brought forward		200 —	137 51
27 Je	McClurg	#3069		13 43
24 Je	A.L.A.	Mudge		4 00

Year 1929 Sheet 2 Fund Reference

FORM 22: LEDGER IN CARD OF LOOSE-LEAF FORM, 8" x 5"

Every fund, allotment, or expense which the library wishes to know about should have a ledger account. Some of the usual items are mentioned under Budget a few pages further on.

A simple ledger in card or loose-leaf form may be ruled as shown herewith. The "items" column is not essential to the record, but occasionally, in tracing, a brief designation of a single book or the order number is a convenience.

At the end of each month the ledger accounts should be totaled and a report drawn off for the library board.[11]

[11] The form of this report is outlined in Chap. 11, under Statistics, p. 237-39.

A medium sized library may be able to use the financial blanks already mentioned, or to combine the daybook and ledger on a financial form such as is shown in Stearns's *Essentials in library administration.*[12]

Larger libraries with their need of analyzing book expenses by agencies, such as branches, have worked out more elaborate systems. One of these is a combination of accession book and ledger. Bills rendered on special forms provided by the library are pasted on the left hand of the accession sheet and the charges for copies for each agency are extended across the page into the proper columns. The inclusive accession numbers are stamped before the fifty or more copies as they stand on the bill.[13]

Budget. The budget is the annual financial statement showing how much money will be needed for the ensuing year to meet the requirements of the library. It is based on the experience and expenditures of the current and preceding years. The amounts are taken from the ledger accounts.

The three main divisions of expenditures are books, salaries, and maintenance. A separate budget may be figured for each. The *book budget* includes all expenditures for additions to the collection of books, not only for books themselves, but periodicals and binding; postage, express, and freight; also telegrams and telephones about the acquisition of books. The book fund itself may be divided into any accounts concerning which a special record should be kept. Special funds and their incomes should be listed.[14]

In a great many libraries the bookkeeping of the book accounts bulks larger than that for maintenance or even for salaries. This is not because more money is spent, but be-

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[12] Stearns, L. E. Essentials in library administration. 3d ed. A.L.A., 1922, p. 34.

[13] An adaptation of this form is illustrated in Chap. 8 under Accession records, p. 171.

[14] Allotments within the book budget are discussed in Drury, Book selection, Chap. 4, p. 64-68.

cause the many small bills necessitate more bookkeeping. The tendency is, therefore, to center all bookkeeping in the bookkeeping division of the order department. While, then, the *salary and maintenance budgets* and accounts are part of the administrative department, some divisions of the maintenance budget may be mentioned here. The more usual parts are: supplies, furniture, light, heat, insurance, taxes or rent, and building repair. Library income may be from appropriation, invested funds, sales, fines, and gifts.

Equipment

Since quickness and accuracy are desired throughout the entire acquisition process, every aid which assists in speeding up the work and making it more efficient may legitimately be used. Therefore devices successful in commercial offices should be investigated in their application to library routines. Every appliance demonstrated to be a labor saver should be installed.[15] Some of the more common office appliances are mentioned here. Their use and that of others is further explained in the books mentioned in the selected references. For convenience the aids to quickness and accuracy are grouped under the following heads; lay-out of room, furniture, supplies, aids in correspondence, aids in accounting, and the reference collection.

Lay-out of room. So far as possible, the room should be arranged so that the order card and the book advance in an orderly fashion from the inception of selection through the various routine processes to the accession desk. The several kinds of orders (books, serials, and miscellaneous material, by purchase, gift, or exchange) are brought to a focus at this accession desk where they are counted and forwarded to the catalog department. At the proper points in this progress

[15] For the purchasing and inventorying of supplies and equipment, see Chap. 7, p. 159-60.

the mechanical preparation takes place as outlined in chapter nine.

To accomplish this orderly advance, the organization of each library should be studied, the routines in force considered, and the space at the disposal of the whole order department examined and analyzed. A convenient method is to mount a blue-print or floor plan of the room on a drawing board, to cut pieces of a card to scale for each piece of furniture, and then to pin them in desirable locations. An analytical study of the situation is thus possible and various combinations can be tried out experimentally.

The various divisions of order work obviously group themselves around the fundamental card file of each.[16] Within the division the file should be readily accessible and properly labeled. If all the work is done by one person the desk drawer file is a great convenience, but if several assistants must consult the file it should be kept in a more available location. Every file should be marked in such a way that an assistant from another department may readily find and identify the file sought. A title card should precede the first card in every file; and a "last card," so marked, should signify finis to the file.

The inter-relation of the divisions should be observed in locating them, so that interlocking records may be readily consulted. The continuation list is an example of such a record, containing books and serials by both purchase and gift.

Furniture. The chief articles of furniture are desks, tables, chairs, stools, trucks, card files, and letter files, as well as bookshelves, a wrapping table, and miscellaneous equipment.

Desks for library work should be designed for efficiency. Drawers should be fitted for cards of standard size or for

[16] See analysis of the card files in Chap. 1, Organization of order work, under Divisions of work, p. 2-4.

trays containing cards. Partitions should be so adjustable that the usual sizes of paper and envelopes may lie or stand in place. In the long middle drawer fitted compartments may be installed by the maker or bought for insertion. A correspondence file may be at hand in a lower double drawer. Three types of desks are common; the flat-top, the roll-top, and the typewriter desk.[17] Each assistant should have the type of desk best suited for the work in hand, selected after an analysis of the problem and a study of available makes.

Tables are necessary for a number of purposes in an order department. Parcels must be unwrapped, mail must be sorted, and many jobs performed for which a table is best suited.

Chairs for the assistants should be adaptable to the physical requirements of the work. In general, a swivel chair, which stays adjusted to the proper height and which has a back rest adjustable both laterally and vertically, affords the greatest amount of comfort.[18] Ventilated seats are cooler and more hygienic than solid seats.

Stools are convenient for various forms of work. The high stool may be used when much filing must be done. A low stool slides under a table and is out of the way when not in use but is handy for short interviews, temporary jobs, and filing in low cases.

Trucks are a great convenience in forwarding the books. It may be possible to unpack a shipment and place the books directly upon a truck, to check the shipment there, to perform all the steps in the routine, and to roll the truck with the same books on it through the accessioning process until the volumes are unloaded on the catalog shelves. Most of the library supply houses are prepared to furnish trucks either of steel

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[17] For a description of these see Leffingwell, W. H. The office appliance manual. National Association of Office Appliance Manufacturers, 1926, p. 731-37.

[18] Leffingwell, op. cit., p. 738-42.

or wood. It pays to get them well made, so as to stand a good deal of racking. Castors are an important feature of an efficient truck, so that it may roll easily and quietly and turn in a small space.

Card files may be of two kinds: (1) in trays, or (2) in some visible index device.

1. *The trays* required depend naturally on the number of cards in the file. A small desk tray, either open or with a hinged cover, may serve for follow-up and tickler purposes. A full length desk or drawer tray may serve for the current cards of a Consideration file. Card cabinets of two, four, six, nine, and twelve trays are compact for central files. The Books ordered file, for example, may be conveniently mounted on a revolving base in a central location so that each assistant may turn to it readily. Card cases built on the unit idea may well be adopted for files that are sure to grow, such as the continuation list and the Exchange record file. A horizontal unit with one row of five trays may start a file and be added to as the file grows. Such a unit or half-unit file fits conveniently at the back of a desk. A specially designed card case is necessary for the periodical checking list if the automatic method of discovering shorts is adopted.[19] Card filing equipment is procurable from a good many companies which specialize in it.[20] It is made in wood, in steel, and in both.

2. *Visible index devices* are especially applicable to the periodical checking list and the continuation list. Four types of visible indexes are on the market: the cabinet, vertical, upright, and book unit.[21]

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[19] Described in the Routine (H) for Periodical is checked in, step 6, Chap. 5, p. 115-16.

[20] For a list of such companies, see Leffingwell, op. cit., p. 671.

[21] Visible indexes are manufactured by such companies as: Accounting Devices Co.; Acme Card System Company; Aluminum Company of America; Brooks Co.; Globe-Wernicke Co.; Postindex Co.; Remington Rand Business Service; Ross-Gould Co.; Visible Records Equipment Co.; Weis Mfg. Co. For a description of uses, see Leffingwell, op. cit., p. 696-718.

Letter files tend entirely toward vertical filing systems. The choice of equipment lies chiefly between upright or horizontal units. The upright units may be four drawers high, or, if counter-height, only three drawers high. The horizontal units have two drawers side by side. Horizontal half-units are also made and greatly increase the flexibility of arrangement. Cabinets in wood, steel, and in combination of wood and steel are procurable from a good many companies which specialize in office equipment.[22] A sorting tray is a convenient accessory.

Bookshelves are almost a necessity in an order department. They may be wall or floor cases according to the space available. The reference collection, spoken of later, should be kept conveniently at hand on these shelves, with a consulting table in front. Empty shelves may also be provided on which to unpack shipments that overflow a truck. Special sections should be set aside for incoming items by mail and express, continuations awaiting entry, books awaiting reply about correction, exchanges of all sorts, and similar current material. All such shelves or tiers should be plainly marked.

A wrapping table is a great convenience. It should be as broad as the large sizes of paper which may be kept on flat shelves below the working space. At one end may be mounted the wrapping paper on a roll, with cord and twine, and shears anchored with a chain.

Miscellaneous equipment should be carefully selected and located to advantage. The old style of desk *telephone* may be mounted upon an arm which raises and lowers or extends, and should be equipped with a *telephone pad*. The hand set cradle type of telephone does not need to be mounted. The location of *electric fans, desk lamps,* and *pencil sharpeners* should be considered. *Waste-baskets* should be of solid sides and bottom, of fibre board, of metal, or of closely woven cane.

Supplies and utilities. The equipment of the desks with

[22]Leffingwell, op. cit., p. 671.

stationery and *blotters* should follow the usual practice of the library. Paper for order sheets and carbon copies need be no heavier than sixteen-pound. A bond paper is satisfactory. A good carbon paper is essential where many copies must be made. Onion-skin paper should also be provided for use when more than four or five copies of a report, statement, or list are wanted from one writing. Some thin papers produce as many as ten readable carbon copies.

Two grades of *pencils* are satisfactory for all forms of order work: a number two or soft, for ordinary writing; and a number three, or medium, for marking cards, books, and records, since the lead does not smudge as readily as a softer grade. Pencils with colored leads are also useful at certain times. For these colors, as well as for black, the refill pencils, such as the Eversharp, are very satisfactory, because the lead is small and sharpening is unnecessary.

A good fountain-pen *ink* serves satisfactorily for all uses in an order department. Some libraries furnish *fountain pens* to their assistants. *Inkwells* should be of the self-closing type.[23] *Desk trays* are useful in keeping together letters and papers. They are usually made of wood, or of wire mesh.[24] *Clips* and *paper fasteners* come in great variety, and should be experimented with to secure the best kinds. *Rubber bands* of the best length for card work should be selected. A *stapler* and a *punch* are both useful. A *linoleum knife* furnishes an effective blade for cutting open packages.

A *rubber stamp* economizes time when the same name for agent or fund must be placed on many cards. For infrequent names a font of movable rubber type should be available. It is sometimes a problem to provide a suitable rack for a score or more of rubber stamps. The revolving type of rack is convenient for a dozen or so. A board frame to which the holders may be attached may be useful for a larger number.

[23] Leffingwell, op. cit., p. 747-48.

[24] Leffingwell, op. cit., p. 748.

On the front face of the stamp and below its holder should be pasted a strip of paper reproducing the legend. This is a practical way of identifying each, indicating the front, and keeping them in order. Another is to cut away the front side of the handle, but marks there wear away through handling.

Signals and indicator clips are useful devices for follow-ups and may be used with success in all active files.[25] Those which do not rust should be selected. *Guide cards* should be used very freely in all the files. *Label pasting and moistening devices*[26] are also available in connection with the mechanical preparation of the book.

Aids in correspondence. A *typewriter* is a practical necessity in business today. The routines outlined in this textbook are based on the assumption that a typewriter is used and that thus carbon copies of orders and letters can be secured. The need of more than four good carbon copies on bond paper may often preclude the use of the rather desirable noiseless machine, but it will give satisfaction up to that number of carbon copies, with careful choice of carbon paper and the use of a backing sheet. One wide carriage machine may be useful for reports with many columns. Various makes on the market also provide for card writing, which is one of the important features to be provided.[27]

Copy-holders are a great aid in increasing transcribing efficiency and accuracy. The types which place the matter to be transcribed directly in front of the eyes, and furnish a guide across the page, are the most efficient.[28]

[25] The Graffco vise signals are handled by the Remington-Rand Business Service; Smith's enameled steel signals are manufactured by Charles C. Smith; Indicator clips are manufactured by such companies as the Yawman and Erbe Mfg. Co.

[26] Leffingwell, op. cit., p. 486-90.

[27] Leffingwell, op. cit., p. 354-65; also American Library Association exhibit of labor-saving devices (see Selected references) 1914, p. 41-43.

[28] Leffingwell, op. cit., p. 366-71.

Miscellaneous equipment, such as *dictating machines, addressing machines* (in exchange work), and *duplicating machines,* may be of occasional use in order work.[29]

In duplicating, the typewriter can usually make five good carbons on sixteen-pound paper, but seldom more. If six to fifty copies are wanted in a hurry, the gelatin process furnishes them quickly from one writing with duplicating ink; if twenty-five to one hundred or more are wanted, the stencil process known as mimeographing provides them with one writing on the typewriter or with a stylus; if one hundred to one thousand or more are wanted, the typesetting process should be employed, either on a multigraph machine or a printing press.

A time stamp may be used for recording the exact time of receipt, delivery, or handling of mail.[30] In most libraries a date stamp is sufficient. *Office scales* for the weighing of letters and parcels should be available near the wrapping table.[31] *Filing methods* are mentioned in connection with correspondence earlier in this chapter.

Aids in accounting. In keeping track of the bills and in posting to accounts, various appliances may be used. It has already been recommended that the bills in transit be kept in four different files. These may be correspondence size *file boxes,* or transfer file boxes, or other convenient form, with an alphabetic arrangement inside. The *loose-leaf ledger* and the *card ledger* have quite replaced the bound book. They should be studied in connection with the library accounting system.[32] An *adding machine* is one of the most important aids in library accounting. By its means it is possible to add the estimates of outstanding orders by picking the amounts from separate cards or sheets. Probably a listing machine is

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[29] Leffingwell, op. cit., p. 330-45, 405-50, 374-98.
[30] Leffingwell, op. cit., p. 520-21.
[31] Leffingwell, op. cit., p. 498-504.
[32] Leffingwell, op. cit., p. 754-802.

of wider usefulness in a library than a mere calculating machine.[33] The direct subtracting device should be insisted upon. *Bookkeeping and tabulating machines* may be used to advantage in the larger libraries.[34]

Reference collection. Within easy reach of the order department should stand the bibliographic tools to which constant reference is made. These aids in the work of acquiring books, periodicals, continuations, and exchanges, are the tools for both the book selector and the order assistant.[35] With them should be included the catalogs and circulars relating to supplies, furniture, and miscellaneous material acquired through the order department.

The national book trade bibliographies are best grouped together by country. Under each nation the recognized established series may be arranged consecutively so that the years may be followed through in tracing down an item. For the United States this would bring the following order: *Evans, Roorbach, Kelly, American catalogue, United States catalog, Cumulative Book Index, Publishers' Weekly,* and the *Publishers' trade list annual.*[36] Supplementary bibliographies should be close at hand.

The auction bibliographies may well be grouped together. *Brunet* and *Grässe* may head the list, followed by *Lowndes* and *Livingston,* and concluding with the English and American *Book prices current.*

The second-hand and auction catalogs may be filed near at hand according to the scheme previously suggested.[37]

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[33] Leffingwell, op. cit., p. 55-81.

[34] Leffingwell, op. cit., p. 131-79.

[35] These tools are discussed in Chap. 3, p. 36-44, and in Drury, Book selection, Chap. 9, p. 259-63.

[36] For full title and bibliographic data of these, see Mudge, Guide to reference books. For the large volumes of the United States catalog, and Publishers' trade list annual, a consulting table may well be placed conveniently. The United States catalog 1928 should rest on a revolving dictionary stand.

[37] See Chap. 3, p. 47-48.

Publishers' catalogs and announcements should be arranged alphabetically in a vertical file or on a nearby shelf. Folders or pamphlet boxes may bring together analogous material, such as map catalogs, scientific series, university presses, and so on.

Miscellaneous reference books, such as lists of booksellers, should be kept close at hand. Some of these may be so frequently referred to that they are kept on or by the proper desk, e.g., Ayer's *Directory of newspapers and periodicals* on the periodical desk, and the *Smithsonian exchange list* on the exchange desk.

Some bibliographies of importance in order work may be of greater use elsewhere in the library. The printed catalogs of other libraries may be kept in the catalog department; bibliographies and indexes may be in the reference room. Perhaps some of the chief items may be in a special bibliography room, supplementing the card catalog. These must not be forgotten by the order assistant in tracing down bibliographical data. The whole library is at his disposal where he may forage at will.

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(in addition to those cited in text and footnotes)

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Questions and Projects

Correspondence

1. Write a business letter to a bookdealer, claiming a volume short in a shipment. Give specific data.
2. In what ways is the alphabetic system of filing preferable to the other systems, in an order department?

Equipment

3. Lay out an organization chart for a good-sized order department with which you are familiar, showing (a) present lay-out, (b) improvements suggested.
4. What are some essential features of an efficient library desk? Why?

5. What features are important in an office chair? Why?
6. Make a comparative study of card cases for various files, as made by different library supply houses.
7. From the point of view of use in a library, compare the merits of the different visible index devices.
8. Visit a stationery store and secure samples of clips, rubber bands in various sizes, and other supplies. Test them out with cards.
9. Try out various makes of typewriters for card work.
10. Test various kinds of paper for order sheet and correspondence purposes—bond, ledger, etc. Do the same for copy sheets, and carbon paper.

CHAPTER XI

Statistics and Reports

OBJECTIVES

STATISTICS

Statistics of finances
Statistics of accessions
Other statistics of order work
Statistics of binding

REPORTS

Reports on acquisition

OBJECTIVES

Statistics record and summarize enumerative facts regarding any matter. They may analyze the operations that are performed. They may thus, if kept uniformly, measure accomplishment, by comparison with previous periods (weeks, months, or years) and with other libraries. Statistics may furnish grounds for statements, inferences, and deductions embodied in the weekly, monthly, or annual report, and they often form its basis.

A report narrates what has been or is being done. It is an official statement of facts. It may be a partial report, touching on certain matters only; or it may be a complete report, surveying the past, present, and future of the business in hand. Such a complete report consists of three parts: the purpose, the performance, and the prospect. The contents thus cover: (1) the things that one purposed or tried to do; (2) the things done and the things not done, and why not; and (3) the things that one desires or intends to do.

The object of a report with its accompanying statistics is to inform others as to conditions, plans, and needs. It furnishes the basis for any improvements or changes; it indi-

cates the weak points that may be strengthened, and the strong points that may be extended. From a report, conclusions can be reached as to whether the library is succeeding or failing in its purpose. By showing accomplishment, it justifies support; by demonstrating needs, it anticipates growth. For the librarian, the department head, and the staff in general it surveys the work and growth of the library; for the trustees, or whatever body is charged with superior responsibility, it renders account of services administered; for the public, whose institution the library is and for whom it functions, a report gives information concerning the management and usefulness of the institution for which it pays.

Reports and statistics should not be compiled perfunctorily, nor merely because it is a good thing to do. They should serve a present need and answer real questions. Periodic reports and statistics should be limited to the basic items which lead up to the annual report, incorporating the figures customary among librarians and desirable for purposes of comparison. Items of purely local importance and memoranda may also be included. The minimum requirements are set forth in the American Library Association report forms recommended by the Committee on Library Administration, and adopted by the Council of the American Library Association. The items called for there are chiefly finances, book resources, and use. The use of the library does not figure in the selection and acquisition of books save as a modifying factor. But finances and book resources, the amount of money for books, and the number of accessions are closely connected with both selecting and ordering. They are therefore treated in this chapter.

Statistics

Two groups of statistics that are fundamental to the American Library Association's form of report emanate from the

work of selection and acquisition. These are: (1) statistics of finances in regard to purchases, and (2) statistics of accessions of all sorts. Other statistics may be kept, but they are not so important.

Statistics of finances. The selection and purchase of books are governed to a large extent by the pecuniary resources. Hence it is necessary to know periodically (quarterly, monthly, or even weekly) how much money is available. By deducting from the total allotment the amount spent, plus the outstanding orders, this free balance is ascertained.

A small library, which usually has few separate funds, may keep track of its book fund through its memorandum of orders placed (less estimated discount), adding this amount to its record of book bills paid, and deducting the total from the amount allowed for books. A useful form for this purpose in small and medium sized public libraries shows the budget and expense account monthly.[1] More extensive data are necessary in the larger libraries.

In large public libraries and college and university libraries, the ledger analyzes the accounts on the basis of the budget according to agencies, funds, allotments, classes, or subjects, and records the charges against each. At the end of the month, or when needed, these expenditures are added up and show the *total disbursements* on each allotment to date. This total, deducted from the *total income* (composed of any balance plus budget allotment plus any credits) gives the *cash balance*. From the cash balance must be deducted any *orders out* or other items which are a mortgage on the allotment, including continuations and periodicals, and the remainder is the *free balance* for new purchases. The resulting statement may be tabulated in columns somewhat according to the form shown overleaf.

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[1] Blank form no. 4 has been devised for this by the Iowa Library Commission, Des Moines, and is procurable from it at 25 cts. a dozen.

Financial statement for the month ending
31 October 1928

Name of account	Balance	Income & Credits	Disburse-ments	Cash balance	Orders out	Free balance or overdraft
Reference	3.15	300.00	275.12	28.03	15.00	13.03
Periodicals	—	800.00	783.21	16.79	20.00	(3.21)
etc.						

FORM 23: A FINANCIAL STATEMENT

This statement shows, for all funds and agencies, both the cash and the free balances, indicating how much is left to spend during the remainder of the year. An immediate balance is sometimes desired, showing how much is left to spend during the remainder of the current month. This can be obtained from the same form, by entering only the monthly budget in the income column instead of the year's total allotment. This statement analyzes the financial situation as minutely as is ordinarily desired. From it summaries may be made, so that the actual situation may be presented to a committee or a board of trustees. Most financial statements are made on a monthly basis to meet the requirements of a monthly meeting. In some libraries a weekly statement is needed; in others a bi-monthly or quarterly statement satisfies the requirements of the situation.

Statistics of accessions. Accessions comprise the other group which is fundamental to the American Library Association's form of report. The count of them is made from the accession records.[2] The tale of the volumes (books and pamphlets) is usually divided into purchase, gift, and exchange. Transfer, as from the rental collection, and any other groups on which information is desired, may also be indicated. A convenient form for the current statement of these accessions is shown as Form 24. This may be duplicated by carbon, hectograph, or other method. Two copies of this form should be filled out at the end of the month or other period. One is used by the librarian in gathering information as part of the monthly report; the other is filed for record in connection with the accessions. This file may be in a folder or loose-leaf binder. If an accession book is maintained, this copy may be pasted to the sheet nearest the last number, as a summary of all accessions to date. Similar statements may be made up for the other kinds of material.

A separate count of pamphlets not treated as books may

[2] See under Accession records in Chap. 8 of this textbook, p. 166.

Monthly summary of accessions	Adult (or main)	Juvenile (or special)	Total
No. of vols reported on 31 My 1929 (day mo. year)	102,706	12,317	115,023
No. of vols added by purchase	316	24	
No. of vols added by gift or exchange	15	0	
No. of vols added from any other source	0	0	
Total added	331	24	
No. of vols withdrawn	3	0	
Net additions	328	24	352
Total no. of vols on 30 Je 1929 (day mo. year)	103,034	12,341	115,375

FORM 24: STATEMENT OF ACCESSIONS
The column marked "Juvenile (or special)" may be extended to include all special collections which are separately counted

also be desired, as part of the record of library holdings. Such items are not usually accessioned or regularly cataloged, but they figure as part of the reference material. Hence the count may come from the reference or other departments and may be recorded as part of, or supplementary to, the accession figures.

The statistics of accessions may also be conveniently derived from some such form as the *Summary of additions and withdrawals,* Wisconsin library form no. 1.[3] The total of books withdrawn because lost or discarded should be deducted at convenient intervals from the total added, so that the net total number at the end of the fiscal year may be readily obtained.

Other statistics of order work. Several of the processes in the acquisition of books and other material provide data for statistics. Details of the work are illustrated in this way. Other classes of material added are also counted from the accession record for each. These kinds of material are listed and defined in the chapter on Accession methods.[4] Groupings of additions may also be made according to types of books, as adult fiction, adult non-fiction, juveniles (fiction and non-fiction), or any other grouping on which figures are wanted. Counting books by subject classes is best done as part of the cataloging statistics, when the count can be accurately made from the shelf-list cards after the books have been classified. Some libraries attempt it as part of the accession statistics by assigning a rough class number to each item. This, however, is not recommended.

Such figures must be definitely useful to warrant the time spent in keeping them. A librarian should occasionally question the value of the statistics he keeps. An occasional count may be more valuable than a regular compilation, daily,

[3] Reproduced in Stearns, L. E. Essentials of library administration. 3d ed. A.L.A., 1922, p. 44; and procurable from the Demco Library Supplies, Madison, Wis.

[4] See Chap. 8 under Enumeration of accessions, p. 164-66.

weekly, or monthly. The following statistics are kept by some libraries, but their regular compilation is not advocated.

The number of items ordered may be counted most conveniently at the end of the month from the carbons of order sheets. It can of course be made from the order cards, as they are grouped for writing the order, either just before or after it is typed. This count may be divided into any grouping which answers the requirements of the library, but it should be different from the accession figures. For example, if the accession record is grouped by adult and juvenile books, there is little to be gained by having them appear also in the order statistics. Perhaps the most useful grouping here is to divide according to dealers, counting the items ordered of American dealers (regular and special), foreign dealers or importers, dealers in second-hand books, auction houses, and items on approval. Figures of this kind show tendencies in purchasing in a very marked way. University libraries, for example, would show more purchases from abroad than public libraries. On the other hand, the public libraries may demonstrate how large a use is made of books on approval.

Some libraries even go so far as to count not only the items ordered, but also the number which failed in being filled. This is warrantable, perhaps, in the case of books from second-hand catalogs and auctions, and out-of-print books. An occasional reckoning of the result of searching, verifying, and ordering may be illuminating.[5]

The number of items solicited or the number and kind of

[5] Dr. G. A. Works, in his study, College and university library problems (A.L.A., 1927), on p. 17 records the result of handling 260 titles, recommended for ordering in one university library, of which statistics were kept:

"Items found to be in the library..... 28
Items found to be on file in orders out..... 20
Items found to be in receipt file..... 16

Total found 64

(continued on p. 243)

acknowledgments sent out for gifts received may also be counted. *The number of letters written* is counted most easily from the carbon copies. *The number of shipments received* is counted only in the larger libraries which keep a record of deliveries by post, express, and freight.

The number of periodical titles received is counted once a year from the periodical records. The count should total those received by subscription and those by gift. This total of periodical titles is called for in the American Library Association's form. Any unusual feature might also be mentioned, such as the number in foreign languages, and how many tongues are represented. A separate count of newspapers may be of interest where many are taken.

The number of exchanges sent may also be counted from the records kept. The number received is usually shown as part of the accession record with the gifts. As part of these statistics, may be included an estimate of valuation so as to compare those sent with those received. This may show whether the trading of duplicates is worth the work involved.

Statistics of binding. The number of books sent to the bindery is a gauge of the amount of such work. This count is easily abstracted from the schedule of binding sent during the course of a month. It may be of value also to indicate the number of volumes of periodicals bound, as distinguished from regular book binding or repair. The cost of the binding would appear in the financial statistics.

Reports

Reports on acquisition. Reports on order work should be statistical and informative. Most current monthly reports

(continued from p. 242)

Items approved for ordering		149
Items not located in trade	30	
Duplicates checked out	7	
Items located through another source	10	47
		260"

are a summary of the work done and are chiefly financial and statistical. Comments and notes may be added when necessary. The annual report contains statistics, but is chiefly a narrative comment interpreting the work of the year. The comparative feature should never be lost sight of in a report. It is advisable, therefore, in submitting a monthly report to compare the figures with the previous month and perhaps the same month a year ago. In an annual report a table should show comparisons with the previous year at least, and perhaps with the previous five years, or with the figures for five and ten year intervals.

Two important lists may accompany both the monthly and annual reports on acquisitions. These are: (1) important additions, and (2) important donors. Both of these may be utilized for publicity. Regular reports of this sort are the best sort of news. An assistant with a sense of news-values may be of very material assistance to the librarian by furnishing stories from the order department.

Important additions received is a list by author and title of the more important or more expensive books acquired by purchase and gift. It is best made on standard sized slips, a title to each, for purchases as detailed in the Routine (E) for Books ordered coming in, step 8,[6] and for gifts in the Routine (M) for Gifts coming in, step 6.[7] Alphabeted at the end of each month, these titles are turned over to the librarian for use in his own monthly and annual reports. If an accession book is maintained, this list is perhaps more conveniently compiled from it.

Important donors is a list of the more generous givers and their gifts. The names are taken from the donors' list as explained in the Routine (M) for Gifts coming in, step 2.[8] If an accession book is maintained, it may not be necessary to

[6] See Chap. 4, p. 88.
[7] See Chap. 6, p. 138.
[8] See Chap. 6, p. 134.

keep the donors' list, and for this purpose the list of important donors may be compiled from that accession record. After each name is noted the number of volumes, pamphlets, or other kinds of material donated to the library, with any comment on the unusual. The librarian abstracts for mention such data as he sees fit. Many libraries print the list of all donors in the annual report each year; others do this only once in five years or so. Still others doubt if there is sufficient advantage gained to justify the expense of printing.[9] Good publicity, however, almost demands it. If included, a copy of the report is usually sent to each person mentioned. Libraries which publish a bulletin insert a list of donors at frequent intervals. A list which recognizes donors must tend to attract further gifts.

Thus statistics and reports summarize, narrate, and record the work accomplished and lay the foundation for further progress. Uniformity over a series of years and conformity with the practice of other libraries enable the librarian, the staff, and the trustees to plan constructively.

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[9] See Chap. 6, p. 135.

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Questions and Projects

1. Of the eight kinds of statistics which may be compiled by an order department in the acquisition of books, which do you think can be dispensed with in a medium sized public library? In a college library? Why?
2. What are the essential differences in content and purpose between a monthly report and an annual report?
3. For comparative statistics, how many previous years would you represent in a report of finances in a medium sized public library?

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